

Environmental Education Center



Main St. Cupertino mixed-use project



CUPERTINO



Elected Officials

Cupertino City Manager



David Brandt is serving as City Manager for the City of Cupertino. He is charged with implementing policy decisions made by the elected Council,

which he accomplishes through delegation to appropriate departments. He is also responsible for preparation of the annual city budget consisting of a final budget of \$119 million for FY2014-2015 and \$119 million in FY2015-2016.

Email: manager@cupertino.org

Cupertino City Council Members

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



Mayor Rod G. Sinks

Rod Sinks was elected to the Cupertino City Council in November 2011 and is currently serving as Mayor. His first term will end in 2016.

Email: rsinks@cupertino.org



Vice Mayor Barry Chang

Barry Chang was elected to the Cupertino City Council in 2009 and 2014. He is currently serving as Vice Mayor. His second term will end in 2018.

Email: bchang@cupertino.org



Council Member Savita Vaidhyathan

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

Email: svaidhyathan@cupertino.org



Council Member Darcy Paul

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

Email: dpaul@cupertino.org



Council Member Gilbert Wong

Gilbert Wong was elected to the Cupertino City Council in November 2007 and 2011. He served as Mayor in 2011 and 2014. His second term will end in 2016.

Email: gwong@cupertino.org

Introduction

I am pleased to present to the City Council, to the residents of Cupertino, and to city staff the annual report for fiscal year 2014 – 15. This report highlights the services we provided and major accomplishments achieved by each department over the last year.

It continues to be the case that this past year was busy and exciting for Cupertino. Many projects have been completed and a myriad of important projects are in progress. The completion of several strategic initiatives and citywide policies emphasizes the continuing priority placed on internal process improvement so we may better serve the public and modernize municipal operations.

Highlights from the past year include:

- Implemented successfully the Enterprise Resource Planning (ERP) software for Budget, Finance, Payroll and Human Resources
- Completed the first strategic technology plan for the city in over a decade
- Adopted Cupertino's first Climate Action Plan (CAP)
- Deployed an automated electronic filing system for Fair Political Practices Commission (FPPC) mandated Form 700 Conflict of Interest Statements
- Completed first phases of a fiber and WiFi deployment project that interconnects City Hall, Quinlan Center, Senior Center, and Sports Center
- Began the first phase of the video control room/community hall technology upgrade
- Launched the fifth mobile app, Mobile 95014, for the City
- Conducted 17,589 building inspections in FY 2014-2015
- Initiated a major expansion of green and buffered bicycle lane network
- Completed the citywide traffic signal emergency vehicle preemption network
- Finished the Sports Center tennis courts retaining wall replacement
- Finalized the Quinlan Community Center exterior and interior upgrades
- Celebrated the first "Harvest Festival" at Blackberry Farm

On every page of this report, we summarize the inner workings of Cupertino, the engines that keep us running strong. You will see faces, smiles, and read about the work of boundary-pushing minds. In short, this report is about our people.

Respectfully Submitted,



David Brandt
City Manager

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FY 2014-2015 City Budget

Overview

The Fiscal Year 2014-2015 Final Adopted Budget was a balanced and fiscally responsible spending plan and was balanced for the next four years as well. Although fund balance will be used to complete several one-time special and capital projects this fiscal year, ongoing revenues continue to fully support ongoing operating costs.

Despite the City's reliance on a highly volatile high-tech industry, it has managed the loss of one of the top two business-to-business sales tax producers by controlling expenses, encouraging economic development, and expanding revenue sources. Cupertino continues to maintain an outstanding school system and deliver exceptional services and, as always, will continually seek ways to enhance its services for residents and promote a community built on the values of education, innovation and collaboration.

Revenues: Where does the City get its money?

Total City revenues for FY2015 were estimated at \$83,202,272, an increase of \$2,821,076 or 3.5% from the prior year's revenues. Revenues by fund for the City are projected as follows:

General Fund

Pays for core services like public safety, parks and recreation, community development, and public works. Revenue for this fund

comes primarily from property and sales tax, franchise fees, and charges for services.

Special Revenue Fund

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

Debt Service Fund

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

Capital Projects Fund

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

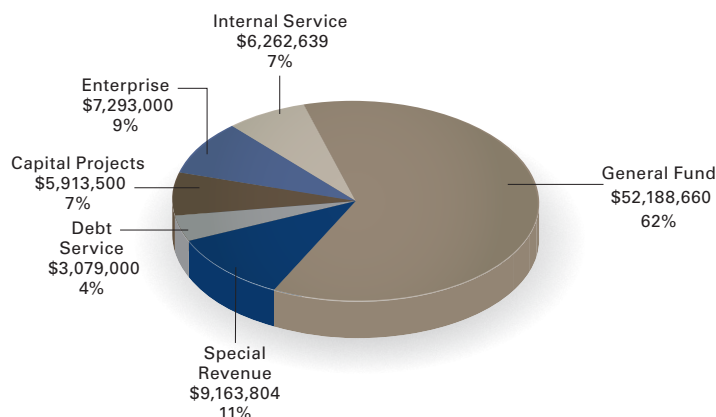
Enterprise Fund

Pays for specific services that are funded directly by fees charged for goods or services.

Internal Service Fund

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

FY2015 Revenues by Fund

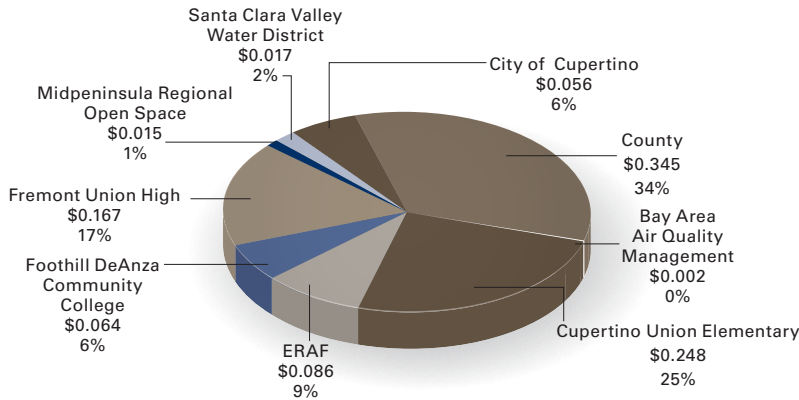


Your Taxes

PROPERTY TAXES

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

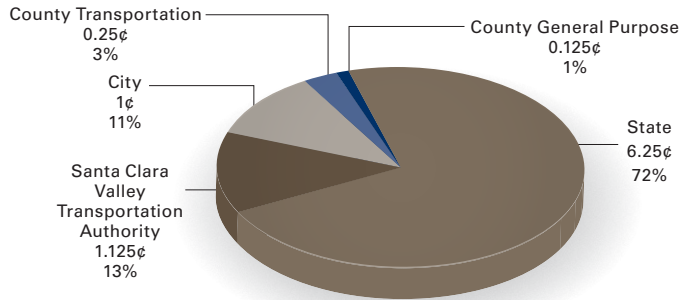
Property Tax Distribution



SALES TAXES

For every dollar you spend, you are taxed 8.75 cents. Agencies receive a portion in the following breakdown:

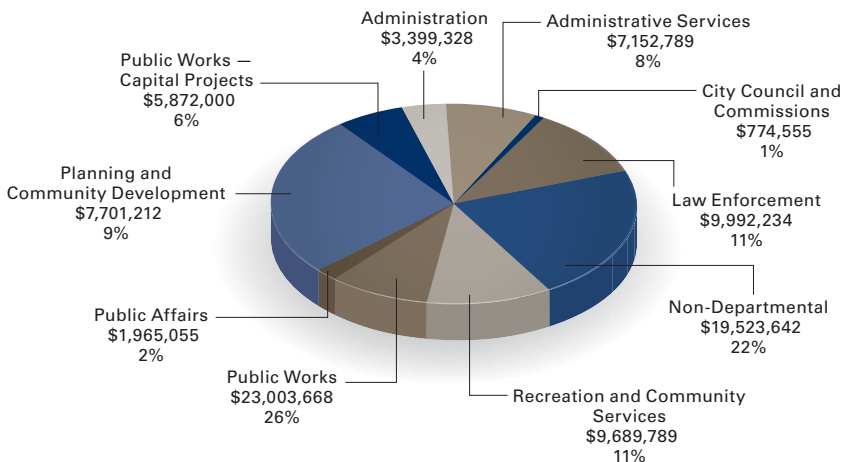
Sales Tax Distribution



Expenditures : How does the City spend its money?

Total City expenditures for FY2015 were estimated at \$89,074,272, an increase of \$142,731 or 0.2% from the prior Amended Budget. Costs to the City are allocated by department as follows:

Expenditures by Department



City Services

Services provided by each department are as follows (by descending order of costs):



Public Works: \$28,875,668
Street sweeping and maintenance, graffiti removal, traffic safety, solid waste and recycling, stormwater management, urban runoff pollution prevention, tree removal and replacement, engineering services



Non Departmental: \$19,523,642
This includes funding for the City's debt service and transfers out to other funds primarily to fund capital project costs



Law Enforcement: \$9,992,234
Police, animal and noise control, emergency response, vehicle code enforcement



Capital Improvement Program (CIP): \$14,280,994
Provides design and construction administration for all capital improvement programs including streets, storm drainage, buildings, parks, and other public facilities



Recreation & Community Services: \$9,689,789
Park development and supervision, leadership training, youth and senior programs, community and recreational events, emergency preparedness, community outreach



Planning & Community Development: \$7,701,212
Building inspection, permit review, safety code enforcement, safety training



Administrative Services: \$7,152,789
Human resources services, risk management, finance, business licensing, budget



Administration: \$3,399,328
City Administration, sustainability programs, economic development, records management, legal counsel



Public Affairs: \$1,965,055
City program development, governmental transparency (City website and channel), community outreach, information technology



City Council & Commissions: \$774,555
Establishment of public policies



City Manager



Cupertino's City Hall

Overview

Mission

The mission of the City Manager's Office is to provide professional leadership in the administration and execution of policies and objectives formulated by the City Council, develop and recommend alternative solutions to community problems for Council consideration, plan and develop new programs to meet future needs of the City, prepare the annual budget, and foster community pride in city government through excellent service.

Department Divisions

In addition to supporting the day-to-day operations of all City departments, the City Manager's Office is responsible for the direct supervision of City Clerk, Economic Development, Environmental Affairs, and Public Affairs.

Goals and Objectives

- Implement the City Council's work program
 - Ensure all laws and ordinances of the City are duly enforced and that all franchises, permits, licenses, and privileges granted by the City are faithfully performed and observed
 - Collect and analyze relevant data to comply with state and federal regulations
 - Provide connectivity, functionality and support for robust sharing of information among the public, elected officials and City staff
-

Operating Budget FY2015

- City Manager: \$1,213,126
 - Environmental Affairs: \$225,221
 - City Clerk: \$728,223
 - Public Affairs: \$4,203,524
 - Economic Development: \$203,155
-

Major Projects, Programs, and Accomplishments

The City Manager's Office has continued the fiscally responsible policies that have put the City in a healthy economic condition.

Public Affairs — Communication Department Projects

- The Communication and Information Technology (IT) Departments of Public Affairs completed a fiber and Wi-Fi deployment project that interconnects City Hall, Quinlan Center, the Senior Center, and the Sports Center.
- The Communication Department completed the first phase of the video control room/community hall technology upgrade. In doing so, staff began replacing old, obsolete analog systems with new high-definition broadcast and display technologies.
- The City of Cupertino launched its fifth mobile app called Mobile 95014. The app offers a list of the latest Cupertino news and events, information about local parks, and school and recreation offerings in the City. It also showcases City environmental services and community outreach services.
- City surveys indicate that the City web site is one of the most important sources of information for the community. Last year the City web page averaged over 38,000 unique visitors per day. This year we reached out citywide via social media programs (Facebook, Twitter, Nextdoor), and reached 10,900 people.
- The Economic Development Department fosters relation-

ships with existing and new businesses making their home in Cupertino. During FY2015, 899 businesses opened in Cupertino.

Productivity and Efficiency Improvements

Public Affairs — Information Technology Projects

Cityworks Upgrade

The Geographic Information Systems (GIS) Department upgraded the Cityworks asset management software from a desktop application to a server web-based application, updating and streamlining all eight asset group individual user workflows in the process. This consisted of Cupertino's Fleet, Trees, Median, Right of Way, Storm, Streetlight, and Engineering Departments.

Interactive Web Mapping

The GIS Department has built ten plus interactive web maps and applications this past fiscal year. Cupertino's GIS goal to engage citizens and to be more transparent with data has led to a great transition from viewing data in tabular or static form to interactive web mapping on the City's website. Some of these applications include: Park and Recreation Finder, Sustainability Story Map, Street Sweeping & Garbage Collection maps, etc. Most recently, Cupertino's Road Closure Map and interactive Development Activity Map have come online.

IT Project Upgrades

The IT Department completed upgrading the servers for increased performance to enterprise applications and to meet compliance regulations. There were major upgrades for records

management, class registration, and the finance system to further streamline processes and provide increased functionality. The department also continued installation of virtual desktop infrastructure (VDI) and increased the total number of desktops from 50 to 140 users.

Environmental Affairs — Sustainability Division



Volunteers performed community outreach to promote disaster preparedness.

The City of Cupertino has long been a leader in practicing resource conservation and efficiency. It formalized these efforts in 2008 through the creation of a Sustainability Division within the Office of the City Manager. Two important policies were adopted this past year: an updated General Plan Environmental Resources/Sustainability Element (adopted December 2014), and the City's first Climate Action Plan (adopted January 2015).

Accelerating Climate Action

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



DeAnza College's Facilities Team worked with Cupertino's GreenBiz Program to become California's first community college certified as a green business.



Aided by the City's Sustainability staff, a proud business owner displays a California Green Business certification.

Evaluating Community Choice Energy Programs

The Sustainability Division began evaluating Community Choice Energy (CCE) programs with the cities of Mountain View and Sunnyvale and Santa Clara County in parallel with the development of its Climate Action Plan (Measure C-E-7).

Thinking Drought to Save Water Inside & Out

In January 2014, Governor Brown declared a drought State of Emergency and called all Californians to cut water usage by 20% in 2014. In response, Sustainability staff worked with Public Works to adjust irrigation schedules in parks, sports fields, school sites, and street medians and implement landscaping improvements such as mulching, plant replacement, and converting to drip irrigation (www.cupertino.org/savewater).

Growing Greener Businesses

The City of Cupertino's GreenBiz Program (www.cupertino.org/greenbiz) is a free, City sustainability



"concierge" service to shepherd businesses through the rigorous California Green Business Program. This award-winning program has been recognized for its ability to foster resilient businesses, build a healthy community, and improve the environment in Cupertino. The City of Cupertino was selected as one of four cities in the United States to join the International Council for Local Environmental Initiatives (ICLEI) USA's Green Business Challenge.

Elevating Environmental Education & Campus-Wide Efficiency

Green@school trains K-12 Cupertino students to help their school through a sustainability certification program. 64 students involved in green@school at Kennedy and Hyde Middle Schools conducted a comprehensive baseline assessment of their school's operations.

Awards, Grants & Recognitions

The Sustainability Department GreenBiz program was honored with the Green Biz 2014 Silicon Valley Leadership Group's Red Tape to Red Carpet Award for its innovative programs that effectively serve the citizens while bolstering the local economy.

Commissions

Library Commission

- The Library Commission is a five-member commission appointed by the City Council that reviews and makes recommendations related to the operations and services of the Cupertino Library. Public Affairs staff serves as liaison.
- The Technology, Information, and Communication Commission (TICC) is a five-member commission that advises the City Council and informs the community about issues relating to the rapidly changing fields of communication and technology. Public Affairs staff serves as liaison.

Office of the City Clerk

Overview

The City Clerk's Office is a division of the City Manager's office. Responsibilities include administrative duties associated with the City Council's agenda and actions; publishing legal notices; posting notice of all commission vacancies; processing codification of the City's Municipal Code, records management; and compliance with Public Records Act requests. The City Clerk's Office also provides mail service for all City Departments and administers the legislative process including management of local elections and filings of Fair Political Practices Commission documents.

The City Clerk's operating budget for FY2015 with three staffing positions is \$728,223 which includes Duplicating and Mail, and Election.

Mission

The City Clerk's Office is dedicated to excellence in customer service, encouraging community engagement and participation in local government, creating independent accessibility and transparency of records through innovative technology, and exemplifying leadership by working together to achieve the highest goals.

Major Projects/ Programs/ Accomplishments

Statement of Economic Interest Form 700 Automation

- Implemented an automated electronic filing system for Fair Political Practices Commission (FPPC) mandated Form 700 Conflict of Interest Statements. The DisclosureDocs software, hosted by SouthTech Systems, allows filers to easily comply with reporting requirements by allowing greater consistency and accessibility to the form. Filers can still choose the "file by paper" option by printing the form and submitting the original to the City Clerk's office. The automated solution also helps staff to more efficiently manage the filing and storage of the document, provide historical document retrieval, produce notices, and monitor the filings.



Recreation & Community Services



Part of the trail system found at Cupertino's popular Blackberry Farm Park

Overview

The Cupertino Recreation and Community Services Department aligns its programs and activities to the department's vision, mission, values, and outcomes.

Vision

A positive, healthy, and connected community

Mission

Committed to provide opportunities, resources, and services to the community to enhance the quality of people's lives through recreational, educational, and cultural experiences

Core Values

Community, quality and trustworthiness

Outcomes

- **Healthy community** (Blackberry Farm Golf Course, Cupertino Sports Center, swimming, tennis, soccer, softball, basketball and many other venues)
- **Creative and playful community** (Summer Camps, Blackberry Farm Park, noon-time recreation in schools, dance, music and art)
- **Well-educated community** (Preschool, ESL classes, after-school enrichment programs, summer school and computer classes)
- **Connected and united community** (Service camp, festival support, senior trips, case management, Helping Hands, Leaders in Training, Block Leaders and Disaster Preparedness)
- **Fiscally responsible community** (adheres to budget and embraces an active volunteer program)

The Department's divisions consist of Administration and Park Planning, Facilities and Community Events, Senior Programs, Sports & Fitness, Youth & Teen programs and Community Services. In addition, it serves as liaison to Santa Clara County Fire and Sheriff Departments, Santa Clara County Library, and the City's three school districts.

The Department's Fiscal Year 2014-2015 operating budget was \$11,506,514 with 32.28 permanent, benefited positions.

Highlights for FY2015

- Adopted Stevens Creek Corridor Signage Master Plan
- Issued an RFQ for a new department-wide software system
- Began program planning of the McClellan Ranch Preserve Environmental Education Center and Blacksmith Shop



Residents enjoyed the City-sponsored Diwali Festival.

- Completed the Sports Center tennis courts retaining wall replacement
- Completed the Quinlan Community Center exterior and interior upgrades
- Celebrated the Sports Center 25th Anniversary
- Held the first annual "Harvest Festival" at Blackberry Farm

- Introduced "Foot Golf" as a new activity at BBF Golf Course
- Restored the Meadow at McClellan Ranch Preserve with Acterra-led volunteers and AmeriCorp Watershed interns.
- Began process for Lawrence Mitty Linear Park acquisition
- Held 14 community meetings, participated in 12 community outreach events, and led nine community trainings via the Cupertino Citizen Corps, Neighborhood Watch and Block Leaders programs
- Offered the McClellan Ranch Preserve Creek Studies Program to all third grade CUSD classes as well as three charter schools

Major Projects, Programs, and Accomplishments

- Started RFP process for city-wide Master Plan approved by City Council
- Offered new extended care program at Quinlan Community Center
- Debuted S.T.E.M. Camp programs summer 2014
- Introduced "AP Computer Science" class
- Increased enrollment by 67% for spring 2015 session of after school enrichment
- Coordinated a successful Super Heroes 5K/Fun Run with Valley Medical and Sheriff's Department



Native species bloom in the meadow at McClellan Ranch Preserve.

- Supported well-attended festivals such as Cherry Blossom, World Journal, Veteran's Day, Happy Kids Day, Fall Festival, Diwali, Holi Festival and Ikebana Flower Show
- Introduced new programs at the Sports Center: Kids Club, Parents' Night Out, Pickle Ball, Zumba Kids, Power Pilates
- Participated in the World's Largest Swim Lesson event and partnered with the Library and YMCA for International Yoga Day
- Supported Sister Cities delegations from Toyokawa, Japan and Hsinchu, Taiwan
- Achieved full registration for Santa visits and visited 56 houses this season
- Began noontime rec program visiting 12 schools during lunch recess
- Added Play-well TEKologies' first Thanksgiving camps and saw full enrollment for each of its camps
- Successfully held three preschool fall events for families, including a costume parade, pumpkin patch, and Thanksgiving Friendship Feast

- Successfully held Breakfast with Santa event at the Quinlan Community Center for 186 participants



- Sold 769 yearly passes, 1,293 monthly passes, 823 day passes and 2,235 drop-in passes for classes and sports at the Sports Center; 3,775 people registered for tennis camps, classes, badminton and table tennis activities
- Generated \$261,354 Golf Course revenue and provided over 258 private golf lessons to the community.



A view of Blackberry Farm Golf Course, maintained by Recreation & Community Services department

- Increased youth participation in summer camp programs by 8% from the previous summer.
- Sold out the annual Big Bunny 5K and Fun Run event
- Offered over 68 new programs at the Senior Center
- Taught 1,688 youth and adults via the summer "Learn to Swim" program at Cupertino High School
- Increased sports and fitness classes

- Provided drop-in swim at Blackberry Farm to 9,838 Cupertino residents and 13,126 non-residents
- Held successful annual July 4th events at Blackberry Farm Park — sold 515 BBQ tickets and 937 pool tickets. Approximately 100 people attended the flag raising ceremony and 500 people attended the concert in the park.
- Offered successful Cinema at Sundown venues with three movies at Blackberry Farm Park and four at Memorial Park
- Hosted eight well-attended performances of "The Taming of the Shrew" presented by the San Francisco Shakespeare Company
- Assisted the Santa Clara County Sheriffs in locating a missing high school student with Cupertino Citizen Corps volunteers



Productivity and Efficiency Improvements

- Researched and identified vendors, and issued an RFP for a new department-wide recreation software system. This system will utilize smart devices, marketing and social media modules and enhance registration and reporting
- Added 34 new trips to our Travel Program and obtained a satisfaction rating of 94%+
- Added volunteers to the Senior Center and Citizen Corps programs

- Attained 100% customer satisfaction for our Senior Center classes and lectures and 95% for socials
- Registered 4,524 residents in Cupertino's NEXTDoor social network and 2,017 for the email community alert "eCap program"
- Installed new state-of-the-

art equipment at our Sports Center: treadmills, half rack, and TVs for cardio equipment

- Raised \$8,000 at the Annual Hidden Treasures Fundraiser to benefit the Senior Adult Scholarship and Case Management Program
- Mentored 25 Leadership In Training participants who worked at 7 different camp locations for 9 weeks
- Formed a partnership between the Civically Active Teens and Green Teens program to offer "Green Teens: Service Hours to Grow your Green Thumb & Protect Our Parks" on July 9, 2014
- Served 90 participants with FUHSD College Essay Workshops
- Constructed new improvements for the Cupertino Community Gardens in conjunction with the Eagle Scout program
- Added improvements to the Teen Center: furniture, gaming, TV, free Wi-Fi



Noontime recreation fun

Awards, Grants & Recognitions

- Block Leader Program received 1st Place from National League of Cities "Cultural Diversity Award"
- Received California Park and Recreation Society District 4 Award of Excellence for Stevens Creek Corridor Park Restoration Phase 2
- Received Santa Clara Valley Urban Runoff Pollution Prevention Program Site Design Award for Stevens Creek Corridor Park Restoration Phase 2
- Selected by the American Public Works Association (APWA) as a national Public Works Project of the Year for 2015 for the Stevens Creek Corridor Park and Restoration Phase 2 project
- Volunteers from CARES & CERT received Emergency Management Association Award; one volunteer was recognized at the 2015 CREST Awards
- Awarded the Emergency Managers Association "Mick McDonald Award" to volunteer Judy Halchin from CARES and CERT
- California Park and Recreation Society District 4 presented the CPRS Volunteer citation award to three Senior Center volunteers
- Cupertino Recognizes Extra Steps Taken (CREST) Award selected Senior Center volunteer James Harrah for making major contributions to the quality of life in Cupertino during the 2014 calendar year.
- California Parks and Recreation Society District 4 elected Justin Cecil, CPRP, Recreation Coordinator, to the CPRS District 4 Aging Section Representative Chair position and Recreation Coordinator, Kelsey Hayes as the V.P. of Finance



Members of Green Teens Program performing community service

- National Association of County and City Health Officials awarded \$3,500 grant to Cupertino's Medical Reserve Corp unit
- Emergency Management Performance Grant awarded to the City for Emergency Operation Center radios
- Recreation Manager Christine Hanel participated in the Santa Clara County Leadership Academy and Kelsey Hayes participated in the Leadership 95014 program
- Liz Nunez serves on the Santa Clara County Leadership Academy Steering Committee

Commissions

Teen Commission

The Teen Commission is a nine-member commission that advises the City Council and Staff on issues and projects important to youth. Recreation and Community Services staff serves as liaison.

- Participated in the Annual YAC Social in Mt. View; created crafting bags for Stanford Children's Hospital patients.
- Cupertino Teen Commission and Saratoga Youth Commission partnered to host Pizza and Politics 2014: A Political Forum for Teens. The debate included

candidates from Cupertino Union School District, Saratoga Union School District, and State Assembly District 28.

- Participated in West Valley Community Services' *Adopt a Family* Giving Campaign, raising over \$600

Parks and Recreation Commission

The Parks and Recreation Commission is a five-member commission that advises the City Council on municipal activities in relation to parks and recreation. Recreation and Community Services staff serves as liaison.

- Adopted a work program that focused on long-term goals and objectives including park master planning and associated program needs in the Stevens Creek to McClellan Ranch Corridor
- Approved final design for Quinlan Community Center exterior and interior upgrades
- Adopted a criteria for Parks & Recreation Commission Capital Projects
- Updated the Parks & Recreation Commission Ordinance
- Appointed two new commissioners



Public Works



McClellan Ranch Preserve's newly constructed Environmental Education Center and the renovated Blacksmith Shop opened in fall of 2015.

Overview

Mission

The mission of the Public Works Department is to provide responsive and high quality public works services and projects to the public and other City departments in the areas of engineering, construction, environmental services, operations and maintenance.

Goals and Objectives

The goal of the Public Works Department is to create a foundation for a great community by providing services and projects that are the result of collaborative interactions with the community's residents, businesses and City Council. These services and projects must be:

- Supportive of an informed public
- Sustainable
- Safe
- Conducive to a high quality of life
- Compliant to regulatory requirements

We achieve these goals by:

- Providing prompt response to clients' complaints or requests for services
- Programming and delivering Capital Improvement Projects in a timely and cost-efficient manner
- Working with other City departments to consistently deliver efficient, high-quality services
- Representing the City on regional issues such as congestion management and stormwater management
- Managing regulatory programs such as stormwater pollution prevention, solid waste and recycling programs

Operating Budget

The Department has a staff of 82 and an operating budget of \$31 million

Department Divisions

Development Services

- Development review, encroachment permitting, and support of the development counter



Rendering of the Civic Center Master Plan

- Review private developments to ensure conformance with City standards and policies
- Inspection services ensure compliance with City standards on public and private projects
- Respond to citizen and other requests related to infrastructure and other public facilities

Environmental Programs

Responsible for the management of environmental programs including:

- \$10 million annual solid waste, recycling and composting contract
- Household Hazardous Waste program
- Compliance with the State-mandated Municipal Regional Storm Water Permit

Transportation

Responsible for developing and maintaining a safe and efficient transportation network, which includes:

- Maintenance of 56 traffic signals

- Placement of traffic signs, pavement markings, and other traffic control features
- Reviewing development proposals for traffic impacts, mitigations and improvements

- Represent the City on various VTA working committees

Capital Improvements

Administer varied Capital Improvement Program including:

- Development of master plans and the management of the design and construction of improvements to streets, recreation, park and trail facilities, and City buildings

Grounds

Maintain all 21 park and open space areas, including:

- 140 acres of landscape, athletic fields, and recreational turf areas
- Nine CUSD athletic and landscape areas comprising another 55 acres

Streets

- Maintain City streets, traffic signs and markings, concrete, and streetlights
- Responsible for storm drain maintenance, and management of street sweeping and school crossing guard contracts

Trees and Right-of-Way

- Maintain the safety, health and appearance of approximately 14,000 street trees and 31.5 acres of developed median islands

Facilities and Fleet

- Provide building and systems maintenance to 16 buildings and nine single standing restroom facilities
- Responsible for evaluation of replacement equipment regarding life cycle costs and energy consumption
- Administer janitorial contract for all City facilities
- Maintain 94 vehicles, 54 rolling stock, 18 trailers, 17 riding mowers, and 308 pieces of power equipment

Major Projects, Programs, and Accomplishments

Development Services

- Reviewed 201 projects, including Hyatt House, Foothill Live/Work, AT&T's Gigafiber roll-out and portions of the Apple Campus 2 and Main Street projects
- Provided support to Community Development for early project review and conditioning
- Assisted developers and contractors through the construction process, including ongoing inspection services and review of construction revisions
- Issued 409 Encroachment Permits for work in the right of way

Transportation

- Launched major expansion of green and buffered bicycle lane network

- Completed citywide installation of traffic signal emergency vehicle preemption
- Handled ongoing traffic management around Apple Campus 2 construction, including major upgrades and new installations of signalized intersections

Environmental Programs

- Cupertino restaurants no longer carry foam food ware due to the City's ordinance prohibiting its distribution (effective July 2014)



All Cupertino restaurants now offer non-foam food containers.

- Instituted a Citywide commercial recycling and composting ordinance (adopted in May) to reduce waste to landfill by approximately 3,600 tons per year
- Updated requirements for public waste bins and designed decals to show the community which container to use for each material



- Staff made approximately 200 visits to prepare local food businesses and support them in implementing commercial organics collection



Compost generated from community food and yard waste

- 1,600 residents received free compost processed from the community's food and yard waste
- Community volunteers and De Anza students removed 670 gallons of litter from creeks during City events



Volunteers removed 670 gallons of litter during citywide events.

Capital Improvement Program

In FY2015, 28 projects were active in some state of development during the course of the year, of which 12 were completed.

- Sports Center Tennis Court Retaining Wall Replacement Project: completed construction
- Sports Center Sports Court and Resurfacing Tennis Courts Project: construction to start in August 2015

- Public Building Solar Installation— Service Center: completed construction
- Environmental Education Center, Outdoor Gathering Shelter, & Blacksmith Shop Renovation Projects: completed construction
- McClellan Ranch Pedestrian, Parking, Landscape Improvements Project: design completed, contract awarded and construction starting in August 2015 with completion anticipated in late October 2015
- Civic Center Master Plan: completed
- Library: completed initial planning for Library expansion project
- Accessibility Transition Plan: completed
- Calabazas Creek Outfall Repair: completed

- Priority Green Bike Lane Improvements: completed
- Bicycle and Pedestrian Facility Improvements: completed
- Install Speed Bumps — Vista and Lazaneo Dr: completed
- McClellan Road Sidewalk Improvements — Phase 1: completed
- Quinlan Community Center Fiber Installation: completed
- Quinlan Center Interior Upgrades: completed

- Senior Center-Mary Avenue Landscaping: design for street-facing landscape improvements started for construction in fall 2015

Maintenance

Tree/Right-of-Way Divisions

- Planted 496 trees (406 new locations)
- Trimmed 1,549 trees
- Removed 94 dead, dying, diseased or unsafe trees
- Renovated medians on Miller Ave
- Renovated right-of-way landscaping along Lucille Ave
- Converted irrigation on median strips to drip systems and installed new plants on medians throughout the City

Grounds Division

- Implemented drought procedures to protect and improve health of trees and reduce water consumption
- Continued goose management program at Memorial Park
- Renovated one ballfield at Wilson Park
- Completed Hoover Park playground ADA access improvement project

Streets Division

- Installed LED lights at Jollyman Park and Creekside Park
- Repainted 70 legends & crosswalks in 11 school zones
- Installed 151 various types of new signs
- Replaced 308 various types of existing signs

Facilities & Fleet Division

- Replaced DVR and installed additional cameras at Library
- Installed high-efficiency pool heaters at Blackberry Farm Park



The City's Service Center now enjoys the benefits of newly-installed solar panels.

- Installed new LED bollards at Quinlan Center
- Remodeled restrooms at Golf Course

Productivity and Efficiency Improvements

- Developed and implemented the use of master agreements for on-call professional services
- Improved the CIP budget document to establish cost and schedule commitments
- Developed and Implemented a water conservation strategy at all facilities to meet drought regulations
- Developed strategy to advance fiscal year funding in annual pavement maintenance program, allowing the project to be bid ahead of other cities, resulting in lower bids

Awards, Grants & Recognitions

- Stevens Creek Corridor Park & Restoration Phase 2 was awarded the APWA Project of the Year for Environment/Parks projects of \$5-\$25M in size

Commissions

Bicycle Pedestrian Commission

- Coordinated the successful operation of an Energizer Station on Bike to Work Day, and the first annual Cupertino Bike Rodeo
- Completed 2015 Update to the 2011 Bicycle Transportation Plan, focusing on school safety and neighborhood connectivity



A view of one of the Improvements Projects at McClellan Ranch Preserve

Parks and Recreation Commission

- Presented various updates and final reports to the Parks & Recreation Commission and Library Commission
- Presented proposed CIP budget to Parks & Recreation Commission



Community Development



A dramatic view of Nineteen800, a mixed-use development

Overview

Mission

The mission of Community Development is to facilitate building a cohesive, safe, vibrant, and economically-strong City through comprehensive policy, planning, technology, and public education.

Goals and Objectives

- A safe and healthy community
- Excellent customer service
- Efficiency and fiscal responsibility
- Preserving community values
- A green approach and resource conservation

Operating Budget

The Cupertino Community Development Department aligns its budget and programs to the department's mission and goals. The department's operating budget for Fiscal Year 2014-2015 was \$7,701,212. Approximately 80% of the operating budget is recovered through fees and grants.



Rendering of Main Street Cupertino, now under construction

DEPARTMENT DIVISIONS:
Planning

The Planning Division ensures quality development within the community by planning for and implementing long-term policies and reviewing projects for conformance with development regulations and community expectations. The number of planning applications increased by approximately 25% in FY2015 – from 240 applications in FY2014 to 318 applications.

Accomplishments in FY2015:

- Planning staff processed approximately 79 residential applications and 161 other commercial, office, and mixed-use applications
- Planning staff processed approximately 266 zoning code enforcement cases
- Engaged the community by facilitating four city-wide workshops regarding the General Plan Amendment project, which led to the adoption of a new General Plan
- Successfully facilitated the adoption of a new Housing Element and obtained State certification
- Facilitated six meetings with community groups to collect input for any subsequent General

Plan Amendment Text cleanup efforts

- Successfully facilitated the community engagement process, which led to the adoption of a new Tree Ordinance (phase 2)
- Continued to facilitate monthly meetings with the Cupertino Chamber of Commerce
- Progressed the electronic permit tracking system and plan review into the testing phase
- Coordinated pre-construction meetings to ensure compliance of conditions and standards during construction and project operation
- Continued to implement General Plan policies to promote walkability and connectivity
- Coordinated early development review ensuring building, fire, and other inter-agency compliance
- Encouraged developers to do outreach to the adjacent community to obtain community input and address concerns
- Coordinated solutions between applicants and neighbors to address key concerns

- Implemented the R1 Ordinance to reflect current community values and a streamlined development review process
- Continued to improve the accessibility to the department website and application forms
- Continued to provide excellent customer service with streamlined project review process



A view of Saichway Station, now open for business

DEPARTMENT DIVISIONS:
Building

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

- The Building Division will approve building plan sets and



Main Street Lofts, part of the Main Street Cupertino project



Gateway into Cupertino Village Shopping Center



A view of Apple Campus 2 Visitor Center, now under construction

complete building inspections in a timely manner

- Continue to develop multiple policy and procedure handouts to distribute to the public at the counter and online
- Continue to refine Code Enforcement processes to improve outstanding of open code enforcement cases
- Create new construction permit applications, building permits, and inspection job cards
- Keep building division web pages up-to-date

Accomplishments in FY2015

- Building staff processed and plan-checked 2,199 building permit applications in FY2015, compared to 2,267 in FY2014
- The Building Division conducted 17,589 building inspections in FY2015, compared to 17,216 in FY2014
- Building Valuation was \$327.3 million in FY2015, compared to \$702.9 million in FY2014; the increase in FY2014 was due to the submittal of plans for the new Apple Campus 2 project
- Successfully met the requirements of SB 272 to have a staff member certified as a Certified Access Specialist (CASp)

DEPARTMENT DIVISIONS: **Housing**

The mission of the City of Cupertino Housing Division is to provide safe, decent, and affordable housing and services to low- and moderate-income Cupertino households with emphasis in the following areas:

Accomplishments in FY2015:

- Provided management and oversight of the City's Below Market-Rate (BMR) Program, Community Development Block Grant (CDBG) Program and General Fund Human Service Grants (HSG) Program
- Completed General Plan Housing Element which was adopted by City Council and certified by the Department of Housing and Community Development (HCD)
- Completed Nexus Study (residential & non-residential) reports
- Updated Housing Mitigation Fees (residential & non-residential) which were adopted by City Council
- Updated Housing Mitigation Procedural Manual which was adopted by City Council
- Completed CDBG Consolidated Plan and submitted it to United States Department of Housing and Urban Development (HUD)



Hyatt House Hotel at Vallco

- Completed CDBG Annual Action Plan and submitted it to HUD
- Completed CDBG Consolidated Annual Performance Evaluation Report (CAPER) and submitted it to HUD
- Completed bi-annual homeless census and survey report

Major Projects, Programs, and Accomplishments

- Apple Campus 2 Project Phase 2 — under construction; target occupancy date 12/16
- Biltmore Adjacency Mixed-Use Development — retail opened, clubhouse under construction. Most commercial tenant spaces have been occupied including Jersey Mike's and Fresh Pix. The Counter is currently under construction.
- Climate Action Plan — approved
- Crossroads Shopping Center — completed (Rubios)
- Cupertino Village Shopping Center Addition — Phase 1 completed; Phase 2 under construction. The Parking Structure at the rear of the property is complete. The shell retail buildings (A and B) are projected to request a Certificate of Completion 9/15.

- CDBG Annual Action Plan — approved by HUD
- CDBG Consolidated Annual Performance Evaluation Report — approved by HUD
- CDBG Consolidated Plan 2015-2020 — completed May 2015
- Development Permit Process Update — ongoing
- General Plan Amendment to replenish development allocations and evaluate opportunity growth sites — completed
- Heart of the City Amendment/ Street Side Yard Requirements — anticipated to start in 2015
- Homestead Square — Phase 2 completed (Safeway, Ulta, SteinMart, Starbucks, Fish's Wild, Great Clips, 1000 Degrees Pizza, and Chipotle)
- Housing Element Update — completed
- Hyatt House Hotel at Vallco — entitled
- Loree Shopping Center — under construction
- Main Street Cupertino — under construction
As of 9/15, shell buildings for office, parking structure and flex buildings are almost complete. Tenants improvements for various spaces have been approved and construction is fully under way. (LazyDog, RootStock, Lyfe Kitchen)

- McClellan Square (All That BBQ) — completed
- Nineteen800 (formerly Rosebowl) Mixed-Use Development — nearing completion. Leases have been secured on some residential units and one commercial tenant space (Coopervino) has been granted occupancy. (Wine Down Bistro, Kula Sushi, The Kabab Shop, Frozen, and Doppio Zero),
- Saichway Station — opened. Multiple commercial tenants have occupied the building including the Vitamin Shop, Blast825, Coder School and The Melt.
- Tree Ordinance Amendment — completed

Productivity and Efficiency Improvements

- Successfully brought permit-tracking and electronic-plan review systems to stage phase, with implementation set for the second quarter of FY2016
- Microfilm conversion project 90% completed; 100% complete by end of fiscal year
- Building staff will continue to work with Public Works Department to help verify storm water pollution protection measures at targeted facilities



Nearing completion – Biltmore Adjacency Mixed-Use Development

- Trained an inspection team to utilize wireless solutions on mobile devices to better manage daily field inspections
- Enhanced the Building and Planning application forms and handouts (ongoing)
- Implemented a new online permit system to connect Building, Planning, Public Works, and Business Licenses to allow online search and applications for permits
- Worked with West Valley Community Services to make BMR for-sale and rental waiting list more efficient by having an annual application period that will renew every year

Awards, Grants & Recognitions

- Awarded a \$310,943 Community Development Block Grant (CDBG) from HUD for both public services and capital projects

Commissions

Planning Commission

The Planning Commission consists of five residents that are appointed to alternating, four-year terms by the City Council to hear and make recommendations on all advanced planning policy

documents and current planning applications.

The five members are: Chair Winnie Lee, Vice-Chair Alan Takahashi, and Commissioners Don Sun, Margaret Gong, and Geoff Paulsen.

Housing Commission

The Cupertino Housing Commission consists of five members that are appointed by the council to four-year terms. One must be a representative from a Cupertino financial institution and another from a Cupertino business. The committee assists in developing housing policies and strategies, recommends policies for implementation and monitoring of affordable housing projects, helps identify sources of funding for affordable housing, and performs other advisory functions authorized by the City Council.

The five members are: Chair Shirley Chu, Vice-Chair Harvey Banett, and Commissioners Rajeev Raman, Krista Wilson, and Nicole Maroko.

Fine Arts Commission

The Cupertino Fine Arts Commission is a group of citizens appointed by the Cupertino City Council to foster, encourage, and assist in the realization, preservation, and advancement of fine arts for the benefit of the citizens of Cupertino. Some of the commission's activities include:

- Distributing fine arts grants to individuals and groups
- Selecting an Emerging Artist of the Year
- Overseeing the selection and installation of public art
- Introducing new arts and cultural events to the community
- Exploring opportunities and developing strategies to collaborate with other Commissions to promote Art in the community
- Considering and developing a Youth Art Program

The five members are: Chair Rajeswari Mahalingam, Vice-Chair Diana Matley, and Commissioners Michael Sanchez, Russell Leong, and Priya Jayachandran.



Concept rendering of the new Apple Campus 2, now under construction.



SteinMart, now open for business at Homestead Square.

Sheriff's Office



Overview

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

Operating Budget

The West Valley Patrol Division had an operating budget of approximately \$10 million with 82 employees. 75 of those employees are sworn deputies and 7 are non-sworn. All deputies are employees of the Santa Clara County Sheriff's Office.

Highlights for Fiscal Year 2014-2015

During Fiscal Year 2014-2015, the City of Cupertino did not experience any homicides. There was a small increase, however, of 1% in crimes against persons as compared to the previous Fiscal Year.

There were 22 robbery cases in FY2015. Deputies and detectives arrested 15 suspects in these cases, whereas last fiscal year, only 7 suspects were arrested out of 20 robbery cases. Meanwhile, deputies and detectives continue to work on leads for the other cases where arrests have not yet been made.

There was an increase in overall property crimes at 14% as shown in the table on page 22. This increase may be attributed to auto, commercial and residential burglaries, which saw a 27% increase. Unfortunately, there has been a trend of increased burglaries in neighboring jurisdictions and counties as well. On a positive note, there was a strong decrease in other thefts, especially auto thefts. Non-burglary thefts overall saw a total decrease of 23%.

Property Crimes	FY 13-14	FY 14-15	Change	% Variance
Burglary*	457	579	122	+27%
Theft **	208	197	-11	-5%
Auto Theft	54	45	-9	-17%
Totals	719	821	102	+14%

*Includes auto burglaries

** Total includes grand theft and identity theft cases

Crimes Against Persons	FY 13-14	FY 14-15	Change	% Variance
Homicide	0	0	0	0%
Rape	16	22	6	38%
Assault	38	31	-7	-18%
Robbery	20	22	2	10%
Totals	74	75	1	+1%

Traffic Accidents	FY 13-14	FY 14-15	Change	% Variance
Fatal	1	1	0	0%
Injury	114	91	-23	-20%
Property Damage	445	361	-84	-19%
Pedestrian or Bicycle Involved	48	53	5	10%
Totals	608	506	-102	-17%

Tickets/Citations	FY 13-14	FY 14-15	Change	% Variance
Speeding	2260	1705	-555	-25%
Moving	4837	4605	-232	-5%
Non-Moving	5413	4082	-1331	-25%
Totals	12,510	10,392	-2118	-17%

Throughout FY2015, there were a total of 560 traffic collisions. This represents a decrease in collisions of 6% (as shown in the table at left) compared to the previous fiscal year. Cupertino has four dedicated motor officers who focus on traffic, including enforcement/education and collision response. There is also a commercial traffic unit dedicated to providing education and enforcement to commercial vehicles including big rigs and trucks, particularly along the northwest portion of the City.

Traffic-Related Information

Throughout FY2015, there were a total of 506 traffic collisions, including pedestrian and bicycle related traffic collisions. This represents a decrease in collisions of 17% when compared to the previous fiscal year (see table at left). Cupertino has four dedicated motor deputies who focus on traffic including traffic enforcement, traffic education and collision response.

During FY2015, West Valley Patrol Deputies issued a total of 10,392 citations. This total represents speeding, moving and non-moving citations. Besides target enforcement areas, efforts to increase safety of motorists in Cupertino include continued participation in grant-funded enforcement programs sponsored by the Office of Traffic Safety such as MADD's Avoid the 13 DUI campaign and saturation patrols. Overall, deputies made 90 arrests for DUI drivers in Cupertino during FY2015.

Major Projects/Programs/Accomplishments

The Sheriff's Office West Valley Patrol Division's School Resource Officers (SRO's) remain busy and active throughout our schools. During FY2015, School Resource Officers provided presentations to students, faculty, and parents on the following topics:

- Stranger Danger
- Internet Safety
- Bullying and Cyber Bullying
- Digital Media Safety/Suicide Awareness
- Traffic Calming Tips (in and around school campuses)
- Career Day
- School Attendance Review Board (SARB)
- Bicycle/Pedestrian Safety
- Bike Rodeo
- Residential Security Checks
- Mentorship

In addition, School Resource Officers conducted and participated in the new Chiefs of Police Association Active Shooter Protocol (Run, Hide, Defend) training exercises and lockdown drills at all public schools within the City of Cupertino. The training is provided to all school staff and the drills are conducted during the school day with staff and students participating. The exercises are extremely useful to school staff in providing them with a better level of knowledge and preparation in the event of a critical incident on their campus.

Finally, the School Resource Officers facilitated their annual Teen Academy with 51 participants. There are three academies held during the Fall, Spring, and Summer seasons. This unique program provides high school students with a new perspective of law enforcement and raises their awareness of issues that may impact them currently and in their future. The program calls upon several members of the Sheriff's Office to facilitate instruction in the areas of basic crime, criminal investigations, narcotics, and traffic investigations.

Productivity and Efficiency

The Sheriff's Office responded to a total of 9,721 calls for service in the City of Cupertino during FY2015. This is an increase in calls from last fiscal year, when the Sheriff's Office responded to 9,413 calls for service within the City. Average response times to these calls remained well within target goal ranges as well. See the table below for number of calls for service, the priority types and average response times to these calls.

Calls and Response Times	Number of Calls FY 13-14	Average Response Time FY 14-15	Number of Calls FY 14-15	Average Response Time FY 14-15
Priority 1	91	4:18	73	4:48
Priority 2	4401	6:18	4317	6:36
Priority 3	4921	11:37	5331	11:18
Totals	9413		9721	

Awards, Grants and Recognitions

STAR Awards

The Sheriff's Office was humbled and honored to be recognized at the Cupertino Chamber of Commerce's STAR Awards for Large Business of the Year. This award was in recognition of the West Valley Patrol Division's strong fiscal management policy and exceptional efforts to ensure the safety of the community.

Heroes Run

The West Valley Patrol Division was also recognized with an Appreciation Award on behalf of the Valley Medical Center Foundation for the Sheriff's Annual Heroes Run, benefitting VMC Pediatrics. This event was hosted at the Cupertino Civic Center.

Commissions

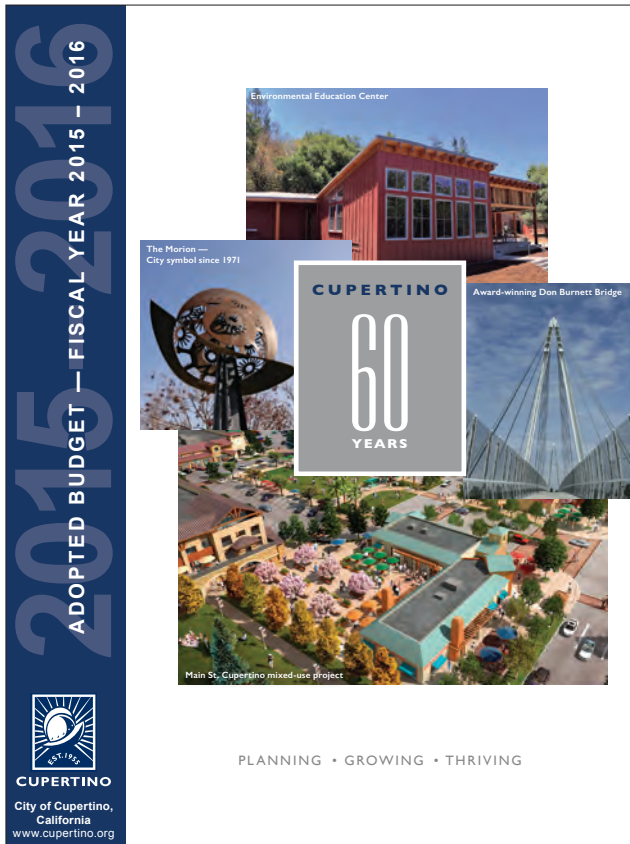
Public Safety Commission

The West Valley Patrol Division Commander, Captain Ken Binder, acted as the City's liaison to the Cupertino Public Safety Commission. In this capacity he routinely attended meetings, advised the committee on policy and direction (taking full advantage of his training and experience) and prepared meeting agendas.





Administrative Services



Overview

Mission

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

Goals and Objectives

The Department strives to provide internal and external customers with a service level that will:

- Provide timely and accurate information to the public and to City departments
- Ensure a financially-sustainable organization
- Maintain a high-level of professionalism in all division deliverables
- Provide a desirable work environment
- Ensure compliance with laws and regulations
- Deliver all service in a timely, accurate, and respectful manner

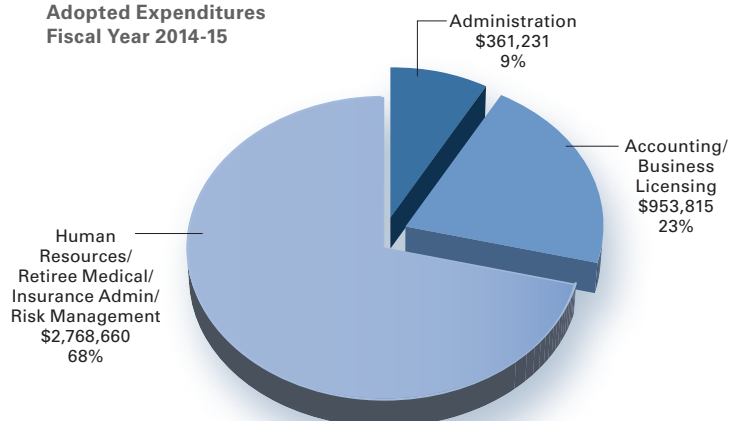
Department Divisions

- Administration
- Finance and Treasury
- Human Resources and Insurance and Risk Management

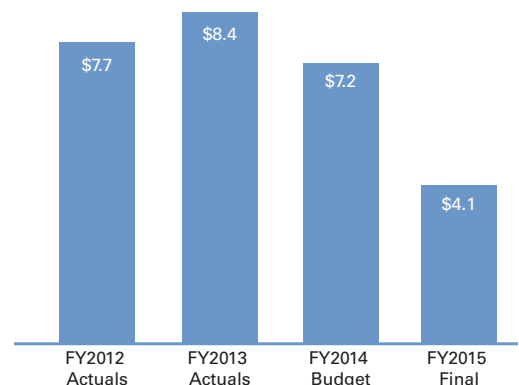
The 2015-2016 Adopted Budget

Operating Budget

Adopted Expenditures Fiscal Year 2014-15



4 Year Expenditure History (In Millions)



Service Areas

Administration

- Oversees and coordinates the Human Resources and Risk Management, and Finance and Treasury divisions;
- Provides staff support to the Fiscal Strategic and Audit Committees; and
- Fulfill all duties of the City Treasurer.

Finance and Treasury

- Oversees all finance and treasury functions including, budget, banking, payroll, accounts payable, general ledger, business license, and debt management;
- Prepares and monitors the budget and provides accurate and timely recording of \$102 million in City revenues and \$119 million in expenditures;
- Manages the City's investment portfolio of \$126.6 million to obtain safety of funds, liquidity, and a reasonable rate of return;
- Monitors performance of investment manager for City's Other Post Employment Benefit (OPEB) portfolio; and
- Fulfill all duties of Deputy Treasurer.

Human Resources and Insurance and Risk Management

- Responsible for the administration of a full range of human resource, employee benefits and labor relations programs including hiring, labor negotiations, employee benefits and retirement
- Administers the risk management and workers compensation programs, city-wide training and wellness programs

Program Areas

Finance and Treasury

- Accounting
- Business Licenses
- Banking and Investments
- Debt Service

Human Resources and Insurance and Risk Management

- Human Resources
- Retiree Medical Liability
- Insurance Administration
- Worker's Compensation
- Long Term Disability
- Compensated Absences

Highlights Fiscal Year 2014–2015

- Successful Implementation of the Enterprise Resource Planning (ERP) software for Budget, Finance, Payroll and Human Resources
- Successfully launched the City's Transparency Portal
- Budget development and reporting for increased transparency and accountability

Major Projects, Programs, and Accomplishments

- Assisted in preparing a balanced budget for fiscal year 2015-16
- Prepared an award-winning annual financial report for FY2015 with a clean audit opinion
- Managed 4,300 active business licenses with 2,300 renewals and issued 970 new licenses
- Processed and paid 11,733 vendor invoices
- Processed the bi-weekly payroll for 388 full- and part-time staff
- Improved the forecasting and trend information on the quarterly budget report to the City Council

- Implemented electronic timesheets and HR Portal for half of the City's full time employees with full implementation to be completed by Fall 2015

Productivity and Efficiency Improvements

- Implemented Business Analytics Reporting through the City's new ERP system New World
- Decentralized invoice and purchase order entry
- Made the City's financial data available live 24/7/365 through the City's transparency portal

Awards, Grants & Recognitions

- Awarded the Government Finance Officers' Association (GFOA) Award of Excellence for the City's annual financial report
- Awarded the California Society of Municipal Finance Officers (CSMFO) Excellence Award for the City's annual budget and Comprehensive Annual Financial Report (CAFR)



Commissions

The Administrative Services Department provides staff support for the Audit Committee and Fiscal Strategic Plan Committee.

- Assisted in the development of a new budget and quarterly reporting
- Updated the Fiscal Strategic Plan
- Recommended changes to the City's Investment Policy that were adopted by Council



City Attorney



City Attorney Carol Korade, second from left, at City Council meeting

Overview

Mission

The City Attorney is appointed by the City Council to provide legal advice to the City Council, Commissions, City Manager, and staff. We strive to provide high quality, timely, proactive legal services to the organization and its leadership. These legal services include conducting legal research and analysis and providing legal advice, preparing and reviewing legislation including ordinances and resolutions, and drafting or reviewing contracts, agreements, and other legal documents. The City Attorney also represents the City, its departments and City staff in any litigation, code enforcement matter, personal injury, property damage claims, or administrative actions involving City business.

Operating Budget

The department's operating budget for Fiscal Year 2014-2015 was \$1,447,280 for costs of operation, litigation, and three full-time staff.

Highlights for Fiscal Year 2014–2015

The office of the City Attorney is the sole legal counsel to the City. Staff provides legal support to all city departments, reviews all contracts and other city documents, and advises on resolutions, ordinances, and the legal implications. In this capacity, the Attorney's Office has provided the legal support to attain the following City FY2015 milestones:

- Climate Action Plan
- Conflict of Interest regulations
- Development Projects — provided legal support for development projects, including housing element sites
- Election matters
- General Plan Amendment
- Housing Element
- Litigation and claims
- Multiple ordinance amendments and projects — involved in the drafting and review of various ordinances, including those related to water conservation, organics and solid waste, and housing density.

This last fiscal year included the election season throughout which the City Attorney's Office provided legal support to the Clerk's office and other departments. The City Attorney's Office will continue to work with neighboring jurisdictions and city staff to support Cupertino's anticipated participation in a Community Choice Energy Program, which will allow Cupertino's residents to purchase green energy.

Major Projects, Programs, and Accomplishments

This year, in addition to routine legal services, the City Attorney's Office supported the City departments through ongoing implementation and construction of the Apple Campus 2 project. The City Attorney's Office provided ongoing legal support to the Community Development Department as it updated the General Plan, including the Housing Element, through environmental review until final approval.

The City Attorney's Office assisted with a Public Records Policy in order to coordinate and streamline the City's approach to responding to Public Records Act Requests. The City Attorney's Office protects the City's interests in litigation and claims.

Productivity and Efficiency Improvements

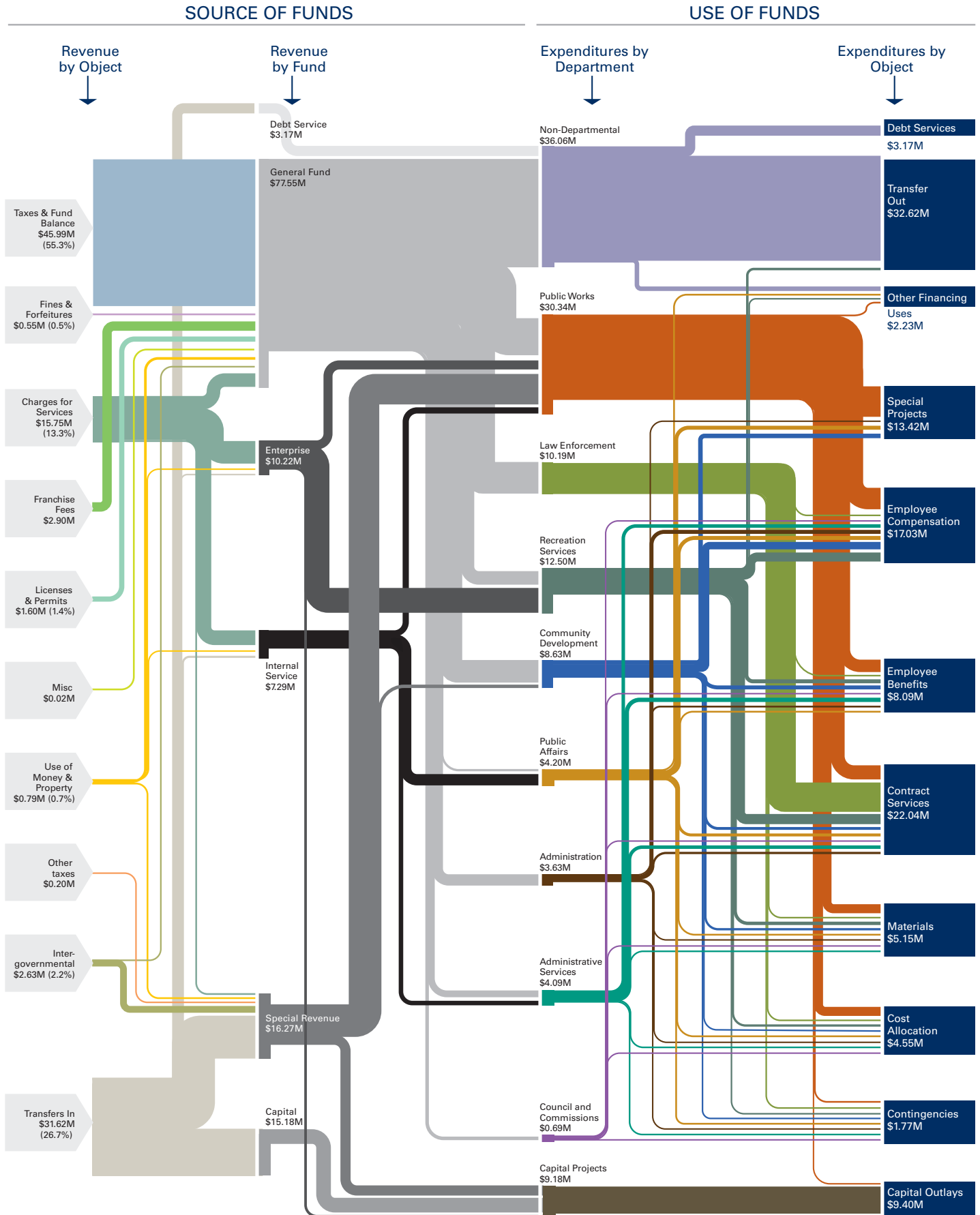
In addition to serving as sole legal counsel to the City Council, the City Attorney's Office provides ongoing legal services to all departments and commissions. The City Attorney's office has one staff member in addition to the City Attorney and Assistant City Attorney.

Productivity improvements included continued streamlining of the contract review process with the introduction and update of standard contracts, including those related to the award of Community Block Development Grants and Below Market Rate Housing.

While the work load has increased in the last year, we continue to provide high quality and cost-effective legal services to this large and diverse group.

Flow of Funds

Fiscal Year 2014-2015





Contact Information

For additional information:

- Visit our website: www.cupertino.org
- Watch City Council meetings on Cable Channels 26/99 or on the web
- Submit a request online to Access Cupertino: www.cupertino.org/accesscupertino
- Follow the City at www.cupertino.org/twitter and www.cupertino.org/facebook

For all City services call: 408-777-CITY (2489)

Sheriff & Fire	(Dial 911 for emergencies)	Economic Development	777-7607
Sheriff Westside Station, 1601 S DeAnza Blvd	868-6600	Emergency Preparedness	777-3120
Administrative Services Department/Finance	777-3220	Human Resources	777-3227
Building Dept.	777-3228	Library (Santa Clara County)	446-1677
City Clerk	777-3223	Neighborhood Watch	777-3177
City Manager	777-3212	Recreation & Community Services	777-3120
Code Enforcement	777-3182	Planning Dept.	777-3308
		Public Works Dept.	777-3354

All phone numbers are area code 408