



INNOVATION TECHNOLOGY DEPARTMENT

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CITY COUNCIL INFORMATIONAL MEMORANDUM

Date: May 30, 2024

To: Cupertino City Council

From: Teri Gerhardt, CGCIO, Chief Technology Officer

Re: De Anza College Internship Program

Background

The Council approved the 2022-2023 City Work Program, including a Student Internship Program initially planned for a three-month summer internship. However, during implementation, it was extended to one year to benefit both students and the city, with a focus on college-level students.

Following the decision to focus on retaining college-level interns, the city management team engaged with De Anza College in late 2022 to discuss potential internship opportunities for De Anza students within the City of Cupertino. The promising outcome led to the agreement being executed in November 2023.

Program Initiation: The program was officially initiated in December 2023 with a kickoff meeting to review the defined processes and procedures. The city provided job descriptions for various intern roles, including IT Support, Website, Video Broadcast, Economic Development, Accounting, and Human Resources Interns.

Financial Review and Adjustment: A purchase order was initially submitted to De Anza College for \$160,000. However, after De Anza College received a federal grant to fund most of the program and the details of the program materialized, we were able to structure a more cost-effective solution; we have determined the program's actual cost to be less than \$100 per month per student. Based on this, we have reduced the amount of the agreement from \$160,000 to \$20,000 (7 students/month for 3 years).

Current Status: The program commenced in February 2024 with two student interns. Since then, the staff has collaborated with De Anza College to fill three of the five vacancies currently pending eligibility verification from the college.

This pilot program will span two years, after which an evaluation will be conducted to determine the feasibility of its continuation.

Sustainability Impact

No sustainability impacts.

Fiscal Impact

The cost of the program was reduced by \$140,000 to \$20,000 for three years.

California Environmental Quality Act

Not applicable.

Prepared by: Teri Gerhardt, CGCIO, Chief Technology Officer

Reviewed by: Bill Mitchell, Chief Technology Officer

Approved for Submission by: Pamela Wu, City Manager

Attachments: None

Final Priority Ranking for Adopted FY 2022-2023 City Work Program

6/7/22 Final Priority #	5/17/22 Priority #	Project/Task*	Project Objective	Councilmember 1	Councilmember 2	Councilmember 3	Councilmember 4	Councilmember 5	SUM	AVERAGE
1	1	<p>Consider options to develop ELI and BMR housing units for Developmentally Disabled individuals on City-owned property along Mary Avenue as well as the County-owned Outback Steakhouse location</p> <p>-Consider strategies to preserve existing BMR units</p> <p><i>Amended at April 21 Council Meeting</i></p> <p><i>Current City Work Program Item</i></p> <p><i>Proposed to continue by Housing Commission</i></p>	Identify ways to build ELI and BMR units for developmentally disabled. Investigate additional sites for BMR or ELI housing.	3	3	5	5	5	21	4.2
1	1	<p>Lawrence Mitty Park Implementation Plan</p> <p><i>Current City Work Program Item</i></p> <p><i>(Also Part of CIP)</i></p>	Development project for Lawrence Mitty will be included in the CIP. Programming, Outreach, & Design with outreach expected to start by Q3 FY 21-22.	5	3	5	3	5	21	4.2
1	1	<p>Memorial Park Improvements</p> <p><i>Current City Work Program Item</i></p> <p><i>Proposed to continue by Parks and Recreation Commission</i></p> <p><i>(Also Part of CIP)</i></p>	<p>Implement projects for Memorial Park improvements including:</p> <ol style="list-style-type: none"> 1. Memorial Park - Pond Repurposing 2. Memorial Park - Amphitheater Improvements 3. Memorial Park - Specific Plan Design 	3	5	3	5	5	21	4.2
4	5	<p>2) Homeless Jobs Program</p> <p><i>Current City Work Program Item</i></p> <p><i>Proposed to continue by Housing Commission</i></p>	Create a jobs program for up to 2 individuals for 6 months.	3	3	3	3	5	17	3.4

* Project/Tasks with a number in front represent the Commission's prioritization

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4	11	10455 Torre Avenue Improvements Programming & Feasibility <i>Current City Work Program Item</i> <i>(Also Part of CIP)</i>	Program, plan, and build facility improvements, including seismic, utility and ADA upgrades, for the long-term use of this facility. The scope of work will include public outreach, programming, planning, design, and construction.	5	1	5	3	3	17	3.4
6	1	1) Dogs Off Leash Area (DOLA) <i>Current City Work Program Item</i> <i>Proposed to continue by Parks and Recreation Commission</i>	Standardize the process to create DOLA trial programs, with no more than two trials running at a time. Respond and evaluate community-driven DOLA proposals to implement additional DOLAs throughout the City. Two new trials should start as soon as feasible, and the new trial should last about 6 months unless the trial is adjacent to an athletic field or playground or there are other unexpected considerations.	3	3	3	3	3	15	3
6	14	Seismic Retrofits and Upgrades to Existing City Hall (formerly "Investigate Alternatives to City Hall") <i>Current City Work Program Item</i> <i>(Also Part of CIP)</i>	Examine seismic retrofits, upgrades, and remodels to existing City Hall. Remove allocations from budget to a new City Hall.	3	3	3	5	1	15	3
6	7	Study Session on City-Owned Properties <i>Added at April 5 Council Meeting</i>	Inventory and assess existing facilities and prepare a long-range planning report for three City-owned properties (Blesch, Byrne, and Stocklemeir)	3	3	5	1	3	15	3

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6	11	<p>Support for the Unhoused</p> <p><i>Amended at April 21 Council Meeting</i></p> <p><i>Councilmember Proposal</i></p>	<p>Formulate a City plan to leverage County resources and advocate for funding to address the issue of the unhoused and how to provide services in as effective a manner as possible with the resources available. A specific plan would be generated which includes consideration and recommendations for:</p> <ul style="list-style-type: none"> - Work with the County and relevant agencies to promote facility development with supportive services. With non-profit organization partnership, assist the County to identify space and a plan for supportive space with an ultimate aim to provide a pathway to permanent sustained housing would be made. - Funding strategy. This would require significant resources, but the social costs of not addressing this growing issue are more significant. With grant money and possible private partnerships available, the deliverable here would be to provide the City, in partnership with the County, with actionable recommendations for securing financial support for this program. - Make significant attempt to align with the SCC roadmap 	5	1	3	3	3	15	3

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6	6	<p>2) Vision Zero</p> <p><i>Current City Work Program Item</i></p> <p><i>Proposed to continue by Bike Ped Commission</i></p>	<p>Develop a Vision Zero Policy and Action Plan and hire a consultant. The Plan will guide policies and programs with the goal of eliminating fatalities on Cupertino roadways. Special emphasis will be placed on routes to, and streets surrounding, Cupertino schools.</p>	3	3	3	3	3	15	3
11	11	<p>RHNA related General Plan updates and rezoning (Housing Element)</p> <p><i>Amended at April 21 Council Meeting</i></p>	<p>Review preliminary RHNA numbers. Look at strategies for RHNA compliance including evaluating sites for potential upzoning, and jobs-housing ratio and statistics. Identify Priority Housing sites, update Housing Element and complete rezoning by September 2023.</p> <p>Consider Heart of the City Items from 2019-20 Work Program as appropriate: Amend the Heart of the City Specific Plan: 1) For clarifications to the minimum street side setback requirements 2) To review street tree requirements to allow larger trees, increase diversity of tree type and encourage drought-tolerant and native tree types 3) Update sections such as transit corridors in the City 4) Maintain existing setbacks and consider minimum retail percentage to maintain a commercial strip</p>	0	5	1	5	3	14	2.8

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11	8	Student Internship Program <i>Councilmember Proposal</i>	<p>Implement a trial student summer internship program with the City of Cupertino. Initial year will be on a limited basis. If approved, applications will be sought for one-, two- or three-week internships during the summer, with applications to be released in mid-July. Internships will be project-focused, with participating City departments asked to identify a specific project or projects that a student intern can undertake. The internships will have a common start date, and include an orientation, group activities and exit interviews.</p> <p>Alternatively, if the time and resources do not permit the City to run a trial program in the upcoming summer of the fiscal year (i.e., Summer 2022), Council may form a subcommittee to share practices for student internships, and to bring a report back to Council at the end of Summer 2022 with recommendations as part of the initiation of a student internship program in Summer 2023.</p>	5	3	3	0	3	14	2.8
13	14	2) 5G Ordinance <i>Planning Commission Proposal</i>	Adopt regulations based on aesthetics.	3	1	3	3	3	13	2.6

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14	8	Cupertino Store Implementation <i>Amended at April 21 Council Meeting</i>	Implement the Cupertino Store plan. This would include identifying a location if one is not identified in fiscal year 2021-2022. With some help from the Fine Arts Commission for some of the items with art designed by community members, items would be designed and selected for the store, for sale to the public, and also available for exchange purposes for formal delegations to and from the City, with an at-cost charge structure for the latter purposes. For the 2022-2023 FY, the Cupertino store will be online only. Staff will present a plan to the Council on item selection and art design selection.	5	3	0	1	3	12	2.4
14	18	Review and Update General Plan (GP) and Municipal Code <i>Current City Work Program Item</i> <i>Also proposed to continue by Planning Commission</i>	1. Amend General Plan & Municipal Code & zoning code to provide objective standards as identified in 2019/2020 evaluation. 2. Re-evaluate the Heart of the City Specific Plan for sections of the plan that could be clarified and updated easily with objective standards.	3	5	3	0	1	12	2.4
14	14	Senior Strategy <i>Current City Work Program Item</i>	Address the needs of seniors in collaboration with the City Council and Commissions. Needs to address include technology resources, housing, food supply, transportation, and mental and physical health and wellbeing. Administer a second in-depth senior survey to learn about senior needs (including aging in place and elder financial abuse).	0	3	3	3	3	12	2.4

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17	8	Integrated Plan for Community Engagement <i>Councilmember Proposal</i>	Create Integrated Plan and Database for Community Engagement so that we do not start from scratch with each project. The plan should include all possible outreach channels, traditional media, newspaper, including Chinese and other languages, City Channel, the Scene, social media and influencers. community leaders, community groups, HOAs, block leader programs, Chamber and other business groups etc. Explore the possibility for Library and Community Engagement Commission so that the Library Commission could help review and update this plan as needed.	0	5	1	0	5	11	2.2
18	14	Lehigh and Stevens Creek Quarry <i>Current City Work Program Item</i>	Monitor and report on Lehigh and Stevens Creek Quarries. Utilize IOT sensors to measure noise, particulate, and pollution levels at Lehigh and Stevens Creek Quarry.	3	1	3	0	3	10	2
19	27	1) Bicycle Facilities <i>Bike Ped Commission Proposal</i>	Increase the inventory of bicycle facilities and amenities, such as bike racks, citywide.	3	1	1	3	1	9	1.8
19	43	Municipal Water System <i>Current City Work Program Item</i>	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.	3	0	5	0	1	9	1.8

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21	20	Development Accountability <i>Current City Work Program Item</i> <i>Proposed to continue by Planning Commission</i>	Analyze methods to limit the implementation timeline for entitled/future projects and encourage development. Monitor implementation of development agreements and conditions of approval. Review and establish accountability in the project approval process.	1	5	1	0	1	8	1.6
21	24	Electrification Study <i>Staff Proposal</i> <i>Sustainability Commission Proposal</i>	Conduct public outreach, policy research, and coordinate with regional efforts to develop policy options for electrification of Cupertino's buildings and transportation systems.	1	0	1	3	3	8	1.6
21	20	Residential and Mixed-Use Residential Design Standards <i>Current City Work Program Item</i> <i>Proposed to continue by Planning Commission</i>	Create objective design standards for residential and mixed-use residential projects, including ensuring adequate buffers from neighboring low-density residential development.	1	3	3	0	1	8	1.6
21	39	Blackberry Farm Golf Course Needs Assessment <i>Current City Work Program Item</i> <i>(Also Part of CIP)</i>	Determine short-term and long-term improvements to the golf course and amenities.	1	0	3	3	1	8	1.6
25	27	3) Community Engagement on Alternative Transportation and Parking <i>Library Commission Proposal</i>	Educate and encourage resident use of alternative transportation to the Library. Install signage to point to overflow parking at Eaton Elementary school.	3	3	1	0	0	7	1.4
25	24	Visitor Center <i>Councilmember Proposal</i>	Develop an online visitor center/guide so that visitors to Cupertino know where to go. Ideally a (digital) map to identify locations to visit or for photo ops to post on social media.	3	1	1	1	1	7	1.4

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27	18	Analyze Potential Revenue Measures <i>Staff Proposal</i>	Analyze potential revenue measures, such as transient occupancy tax, sales tax, property tax, and utility users tax, to address possible future financing challenges.	0	1	0	5	0	6	1.2
27	24	2) Artwork at the Library/Exhibits/Poetry and Art Day <i>Library Commission Proposal</i>	Collaborate with groups such as the Fine Arts Commission and Cupertino Poet Laureate to display artwork, including exhibits, at the Library. Exhibits could potentially be around the library and in the new programming space. Examples could be potential galleries, a poetry/art show, cultural documents and artifacts, or other fascinating exhibits.	1	3	1	0	1	6	1.2
27	33	Hybrid Meeting for City Council and Commission Meetings <i>Councilmember Proposal</i>	Develop policy and infrastructure to allow hybrid meetings for both City Council, Commission meetings and future community workshops. This allows seniors, caretakers, parents with young children to participate and	0	3	3	0	0	6	1.2
27	33	Lawson Middle School Bikeway <i>Staff Proposal</i>	Retain consultant to prepare feasibility study which will evaluate alternatives that provide a separated bike path for students riding to Lawson Middle School. Feasibility cost will be \$40,000.	0	0	0	3	3	6	1.2
31	39	4) Cybersecurity Public Education <i>Technology Information and Communications Commission Proposal</i>	Provide education on cybersecurity to City residents, guests and businesses.	1	0	3	1	0	5	1

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31	39	4) Housing Programs for De Anza College Students <i>Previous City Work Program Item</i> <i>Housing Commission Proposal</i>	Continue participation in De Anza College's student housing assistance program.	3	1	0	1	0	5	1
31	29	Safe Gun Storage Ordinance <i>Staff Proposal</i> <i>Public Safety Commission Proposal</i>	Research best practices for safe gun storage from neighboring jurisdictions. Adopt safe gun storage ordinance to increase public safety for residents.	1	0	0	3	1	5	1
31	33	Shuttle Bus Pilot Program Implementation <i>Current City Work Program Item</i>	Community shuttle bus 18-month pilot program to increase connectivity throughout the City, nearby medical locations, and Caltrain in Sunnyvale. Explore complimentary opportunities to expand into other cities.	0	1	0	3	1	5	1
35	43	Intergenerational Engagement <i>Councilmember Proposal</i>	Many seniors have a wealth of lifelong experiences. Many teens do not have grandparents nearby. Activities cross generations could benefit both. Schools could engage seniors in the community to attend school open house or serve as volunteers, such as reading partners.	1	1	1	1	0	4	0.8

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35	29	1) License Plate Readers <i>Public Safety Commission Proposal</i> <i>Technology Information and Communications Commission Proposal</i>	1. Research Automated License Plate Reader (ALPR) systems 2. Research state laws, privacy concerns, and regulations related to ALPR 3. Compare fixed location, mobile (in-car), and portable (trailer ALPRs) 4. Identify outreach and engagement strategies used by other jurisdictions using ALPR 5. Assess locations for fixed ALPR in Cupertino 6. Estimate ALPR costs for installation, monitoring, and maintenance (Consider: Cameras, LPR, Safe-Exchange Zone, Pilot cameras in a residential areas, and commercial developments Research best practices from other similar jurisdictions) 7. In partnership with the County Sheriff, install ALPR devices for the automated detection of license plates. This data will only be for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, and stolen property recovery.	1	0	1	1	1	4	0.8

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35	39	Sign Ordinance Update <i>Current City Work Program Item</i> <i>Proposed to continue by Planning Commission</i>	Update existing provisions, particularly in the temporary sign regulations.	1	0	0	3	0	4	0.8
35	29	Youth Who Work <i>Councilmember Proposal</i>	Encourage more youth and young adults in schools to work and also help small businesses to reduce the burden caused higher minimum wages. For example, the City could provide \$2/hour to compensate local small businesses.	0	3	0	0	1	4	0.8

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