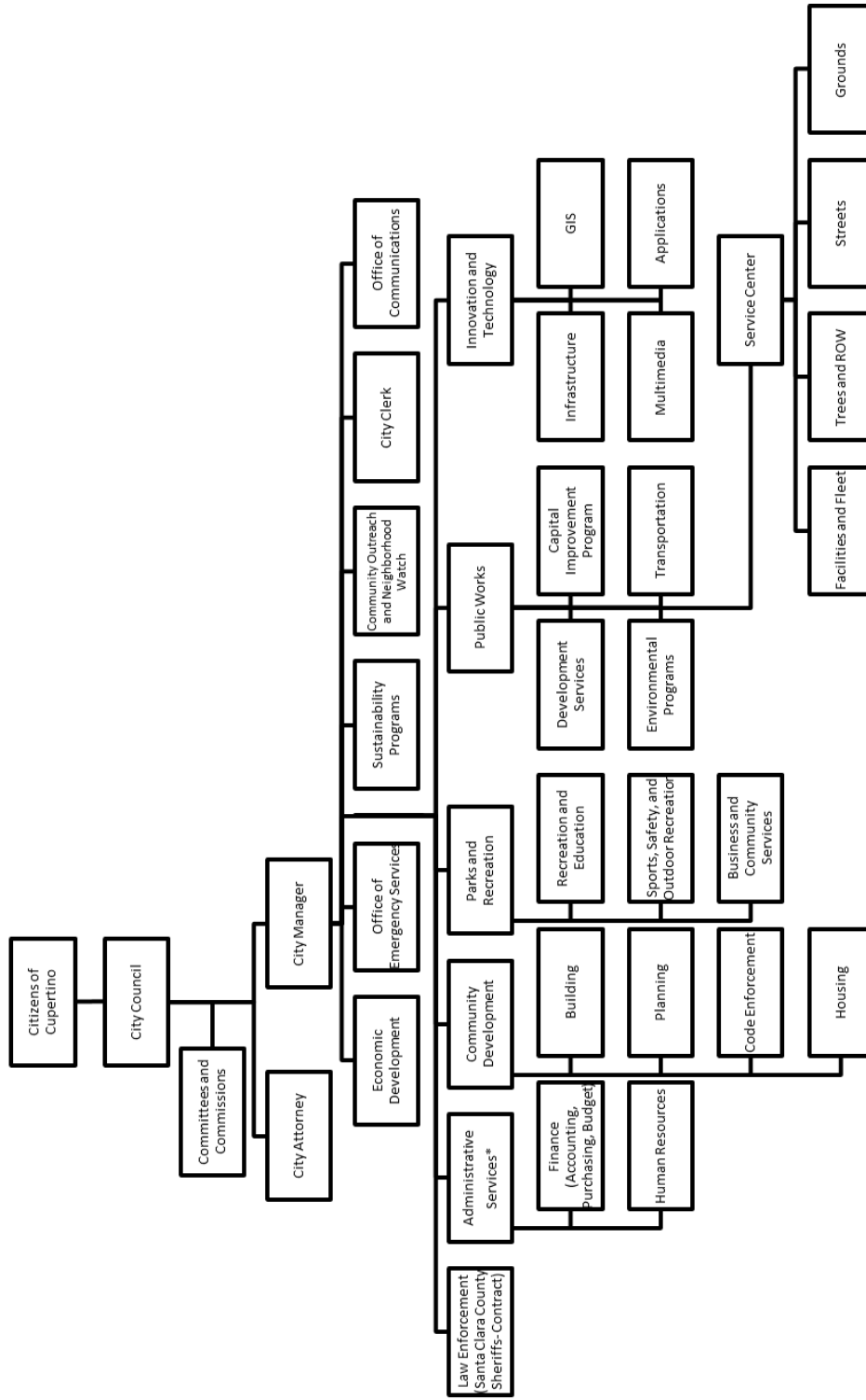


Introduction

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City Organizational Chart



*The City Treasurer is the Director of Administrative Services

Directory of City Officials

City Council



Hung Wei
Mayor



Sheila Mohan
Vice Mayor



Liang Chao
Council Member



J.R. Fruen
Council Member



Kitty Moore
Council Member

Directory of City Officials

- Pamela Wu – City Manager
- Matt Morley – Assistant City Manager
- Christopher Jensen – City Attorney
- Tina Kapoor – Deputy City Manager
- Kristina Alfaro – Director of Administrative Services
- Ben Fu – Director of Community Development
- Chad Mosley – Director of Public Works
- Rachelle Sander – Director of Parks and Recreation
- Bill Mitchell – Chief Technology Officer

Commissions and Committees

ARTS AND CULTURE COMMISSION

Carol Maa
Dana Ford
David Wang
Kiran Varsshneya Rohra
Vacant

AUDIT COMMITTEE

Angela Chen
Sheila Mohan
J.R. Fruen
Sophie Song
Laura Hammer

BICYCLE PEDESTRIAN COMMISSION

Herve Marcy
Grace John
Joel Wolf
John Zhao
Ilango Ganga

HOUSING COMMISSION

Govind Tatachari
Tessa Parish
Sue Bose
Connie Cunningham
Angan Das

LIBRARY COMMISSION

Archana Panda
Janki Chokshi
Liyan Zhao
Sheela Sreekanth
Qin Pan

PARKS AND RECREATION COMMISSION

Carol Stanek
Hemant Buch
Jennifer Shearin
Seema Swamy
Sashikala Begur

PLANNING COMMISSION

Tejesh Mistry
David Fung
Seema Lindskog
Muni Madhhipatla
Steven Scharf

PUBLIC SAFETY COMMISSION

Eric Shan
Rohan Pandit
Lakshminarasimha Ankireddipally
Tiffany Wang
Bobby Toda

SUSTAINABILITY COMMISSION

Anna Weber
Sonali Padgaonkar
Meera Ramanathan
Steve Poon
Vignesh Swaminathan

TEEN COMMISSION

Rachael Ding
Geethikaa Tarra
Andrew Qin
Joyce Cheung
Dhruti Halambi
Elspeth Luu
Pranav Gupta
Rayna Shah
Sudisha Kumar
Adhya Kasamsetty

TECHNOLOGY, INFORMATION & COMMUNICATIONS COMMISSION

Eliza Du
Mukesh Garg
Emma Shearin
Rajaram Soundararajan
Prabir Mohanty

GFOA Distinguished Budget Presentation Award



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

**City of Cupertino
California**

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morill

Executive Director

February 09, 2023

Kristina Alfaro
Director of Administrative Services
City of Cupertino
10300 Torre Avenue
Cupertino, CA 95014

Dear Ms. Alfaro:

We are pleased to inform you, based on the examination of your budget document by a panel of independent reviewers, that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization. In addition to receiving the award, your entity's budget received the following special recognition:

Special Long Range Financial Plans Recognition & Special Financial Policies Recognition

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. Information about how to submit an application for the Distinguished Budget Program application is posted on GFOA's website.

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. Enclosed is a Certificate of Recognition for Budget Preparation for:

Finance Department

Continuing participants will receive a brass medallion that will be mailed separately. First-time recipients will receive an award plaque within eight to ten weeks. Also enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria.

The following standardized text should be used:

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Cupertino, California**, for its Annual Budget for the fiscal year beginning **July 01, 2022**. In order to receive this award, a governmental unit

must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

Upon request, GFOA can provide a video from its Executive Director congratulating your specific entity for winning the Budget Award.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at www.gfoa.org. If we can be of further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in cursive script that reads "Michele Mark Levine".

Michele Mark Levine
Director, Technical Services Center

CSMFO Operating Budget Excellence Award



Resolutions

RESOLUTION NO. 23-068

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO
ADOPTING AN OPERATING BUDGET FOR
FISCAL YEAR 2023-24 BY RATIFYING THE ADEQUACY OF ESTIMATED
REVENUES AND FUND BALANCES IN EACH FUND TO COVER
APPROPRIATED MONIES, APPROPRIATING MONIES THEREFROM FOR
SPECIFIED ACTIVITIES AND ACCOUNTS, AND SETTING FORTH
CONDITIONS OF ADMINISTERING SAID BUDGET**

WHEREAS, the orderly administration of municipal government is dependent on the establishment of a sound fiscal policy of maintaining a proper ratio of expenditures within anticipated revenues and available monies; and

WHEREAS, the extent of any project or program and the degree of its accomplishment, as well as the efficiency of performing assigned duties and responsibilities, is likewise dependent on the monies made available for that purpose; and

WHEREAS, the City Manager has submitted her estimates of anticipated revenues and fund balances, has determined that estimated revenues and fund balances are adequate to cover appropriations, and has recommended the allocation of monies for specified program activities;

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby adopt the following sections as a part of its fiscal policy:

Section 1. The estimates of available fund balances and anticipated resources to be received in each of the several funds during Fiscal Year 2023-24, as submitted by the City Manager in her proposed budget and amended during the budget study sessions, are sufficient to cover appropriations.

Section 2. There is appropriated from each of the several funds the sum of money set forth as expenditures for the funds named in the Fiscal Year 2023-24 Proposed Budget Financial Overview by Fund (Exhibit A), as amended during the budget sessions, and stated for the purposes as expressed and estimated for each department.

Section 3. The City Manager is hereby authorized to administer and transfer appropriations between Budget Accounts within the Operating Budget when in her opinion such transfers become necessary for administrative purposes.

Resolution No. 23-068



Section 4. The Director of Administrative Services shall prepare and submit to City Council quarterly a revised estimate of Operating Revenues.

Section 5. The Director of Administrative Services is hereby authorized to continue appropriations for operating expenditures that are encumbered or scheduled to be encumbered at year end.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 6th day of June, 2023, by the following vote:

Vote Members of the City Council

AYES: Wei, Mohan, Fruen
NOES: Chao, Moore
ABSENT: None
ABSTAIN: None

SIGNED:  _____ Hung Wei, Mayor City of Cupertino	<u>6/13/23</u> _____ Date
ATTEST:  _____ Kirsten Squarcia, City Clerk	<u>6/20/23</u> _____ Date

FISCAL YEAR 2023-24 ADOPTED OPERATING BUDGET
FINANCIAL OVERVIEW BY FUND

Revenue Categories	2023-24 Adopted Budget							All Funds
	General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Enterprise Funds	Internal Service Funds		
Sales Tax	11,428,930	-	-	-	-	-	11,428,930	
Property Tax	31,736,834	-	-	-	-	-	31,736,834	
Transient Occupancy	7,500,000	-	-	-	-	-	7,500,000	
Utility Tax	3,304,742	-	-	-	-	-	3,304,742	
Franchise Fees	3,443,574	-	-	-	-	-	3,443,574	
Other Taxes	1,641,486	4,664,061	-	-	-	-	6,305,547	
Licenses & Permits	4,265,081	-	-	-	-	-	4,265,081	
Use of Money & Property	2,328,336	572,300	-	-	733,250	129,000	3,762,886	
Intergovernmental	807,624	3,753,838	-	-	14,812	-	4,576,274	
Charges for Services	11,894,786	1,498,201	-	-	5,996,727	4,069,924	23,459,638	
Fines & Forfeitures	405,000	3,563	-	-	-	-	408,563	
Miscellaneous	1,142,836	-	-	-	-	-	1,142,836	
Other Financing Sources	367,000	-	-	-	-	-	367,000	
Transfers In	15,000	2,500,000	2,677,600	-	-	1,280,000	6,472,600	
TOTAL REVENUES	\$ 80,281,229	\$ 12,991,963	\$ 2,677,600	\$ -	\$ 6,744,789	\$ 5,478,924	\$ 108,174,505	

Appropriation Categories	2023-24 Adopted Budget							All Funds
	General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Enterprise Funds	Internal Service Funds		
Employee Compensation	24,781,492	1,901,795	-	-	2,016,689	1,971,220	30,671,196	
Employee Benefits	11,004,730	891,001	-	-	668,557	2,319,832	14,884,120	
Materials	6,395,466	1,040,163	-	-	444,258	1,060,611	8,940,498	
Contract Services	24,813,166	1,037,847	-	175,000	5,176,958	1,789,573	32,992,544	
Cost Allocation	10,257,656	1,220,614	-	-	939,358	57,622	12,475,250	
Capital Outlays	-	880,224	-	-	-	-	880,224	
Special Projects	1,211,157	3,403,849	-	-	135,733	572,000	5,322,739	
Contingencies	216,731	10,679	-	-	67,455	26,201	321,066	
Debt Service	-	-	2,677,600	-	-	-	2,677,600	
Transfers Out	6,457,600	15,000	-	-	-	-	6,472,600	
Other Financing Uses	925,000	-	-	-	222,567	926,453	2,074,020	
TOTAL EXPENDITURES	\$ 86,062,998	\$ 10,401,172	\$ 2,677,600	\$ 175,000	\$ 9,671,575	\$ 8,723,512	\$ 117,711,857	

CHANGE IN FUND BALANCE/ NET POSITION	\$ (5,781,769)	\$ 2,590,791	\$ -	\$ (175,000)	\$ (2,926,786)	\$ (3,244,588)	\$ (9,537,352)
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RESOLUTION NO. 23-069

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO
ADOPTING A CAPITAL IMPROVEMENT BUDGET FOR
FISCAL YEAR 2023-24 BY RATIFYING THE ADEQUACY OF ESTIMATED
REVENUES AND FUND BALANCES IN EACH FUND TO COVER
APPROPRIATED MONIES, APPROPRIATING MONIES THEREFROM FOR
SPECIFIED ACTIVITIES AND ACCOUNTS, AND SETTING FORTH
CONDITIONS OF ADMINISTERING SAID BUDGET**

WHEREAS, the orderly administration of municipal government is dependent on the establishment of a sound fiscal policy of maintaining a proper ratio of expenditures within anticipated revenues and available monies; and

WHEREAS, the extent of any project or program and the degree of its accomplishment, as well as the efficiency of performing assigned duties and responsibilities, is likewise dependent on the monies made available for that purpose; and

WHEREAS, the City has independently studied the Proposed Capital Improvement Program ("CIP") and has determined that the CIP is exempt from environmental review pursuant to the exemption in 14 California Code of Regulations §15061(b) (3) and §15378, in that it can be seen with certainty that there is no possibility that this CIP budget action will have a significant effect on the environment due to the approval of the budget, and does not involve approval of any specific project that may have a significant effect on the environment. Each project of the Proposed CIP projects will be evaluated for the application of the California Environmental Quality Act ("CEQA") to it and, as applicable, each project will conduct the appropriate level of environmental analysis.

WHEREAS, the City Council, using its independent judgment, before taking action on this Resolution, determines that the CIP is exempt from CEQA as stated above;

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby adopt the following sections as a part of its fiscal policy:

Section 1. The estimates of available fund balances and anticipated resources to be received in each of the several funds during Fiscal Year 2023-24, as submitted by the City Manager in the proposed budget and amended during the budget study sessions, are sufficient to cover appropriations.



Section 2. The Director of Public Works shall prepare and submit to City Council quarterly a revised estimate of Capital Improvement Program projects.

Section 3. The Director of Administrative Services is hereby authorized to continue appropriations for operating expenditures that are encumbered or scheduled to be encumbered at year end.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 6th day of June, 2023, by the following vote:

Members of the City Council

AYES: Wei, Mohan, Fruen
NOES: Chao, Moore
ABSENT: None
ABSTAIN: None

SIGNED:  _____ Hung Wei, Mayor City of Cupertino	<u>6/13/23</u> _____ Date
ATTEST:  _____ Kirsten Squarcia, City Clerk	<u>6/20/23</u> _____ Date

FISCAL YEAR 2023-24 ADOPTED CAPITAL IMPROVEMENT PROGRAM BUDGET
FINANCIAL OVERVIEW BY FUND

Revenue Categories	2023-24 Adopted Budget						All Funds
	General Fund	Special Revenue Funds	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds	
Sales Tax	-	-	-	-	-	-	-
Property Tax	-	-	-	-	-	-	-
Transient Occupancy	-	-	-	-	-	-	-
Utility Tax	-	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-
Use of Money & Property	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-	-
Transfers In	-	-	-	2,027,000	-	-	2,027,000
TOTAL REVENUES \$	-	\$ -	\$ -	\$ 2,027,000	\$ -	\$ -	\$ 2,027,000
Appropriation Categories	2023-24 Adopted Budget						All Funds
	General Fund	Special Revenue Funds	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds	
Employee Compensation	-	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-	-
Materials	-	-	-	-	-	-	-
Contract Services	-	-	-	-	-	-	-
Cost Allocation	-	-	-	-	-	-	-
Capital Outlays	-	-	-	2,027,000	-	-	2,027,000
Special Projects	-	-	-	-	-	-	-
Contingencies	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Transfers Out	-	-	-	2,027,000	-	-	2,027,000
Other Financing Uses	-	-	-	-	-	-	-
TOTAL EXPENDITURES \$	-	\$ -	\$ -	\$ 4,054,000	\$ -	\$ -	\$ 4,054,000
CHANGE IN FUND BALANCE/ NET POSITION	\$ -	\$ -	\$ -	(2,027,000)	\$ -	\$ -	(2,027,000)

RESOLUTION NO. 23-070

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO
ESTABLISHING AND ADOPTING THE APPROPRIATION
LIMIT IN THE AMOUNT OF \$127,886,394 FOR FISCAL YEAR 2023-24**

WHEREAS, the State of California has adopted legislation requiring local jurisdictions to calculate their appropriation limits in complying with Article XIII B of the State Constitution; and

WHEREAS, pursuant to Proposition 111, passed by the voters of California on June 5, 1990, said limits are determined by an adjustment formula based upon change in population, combined with either the change in inflation (California per capita income) or the change in the local assessment roll due to local nonresidential construction; and

WHEREAS, the local governing body is required to set an appropriation limit each year by adoption of a resolution; and

WHEREAS, the County of Santa Clara's population percentage change over the prior year is -0.25%, and the California per capita personal income change is 4.44%; and

WHEREAS, in computing the 2023-24 limit based upon the adjustment factors provided pursuant to Proposition 111, the City Council has elected to use the county population percentage change along with the California per capita income change, but the Council expressly reserves the right to use the non-residential assessed valuation percentage change when the figure is available.



NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cupertino hereby approves a 2023-24 fiscal appropriation limit of \$127,886,394, based on Proposition 111 guidelines allowing for use of the county population percentage change along with the California Per Capita Personal Income change to adjust base year appropriations.

BE IT FURTHER RESOLVED that the City Council of the City of Cupertino hereby reserves the right to use the non-residential assessed valuation percentage change when the figure is available.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 6th day of June, 2023, by the following vote:

Members of the City Council

AYES: Wei, Mohan, Fruen
NOES: Chao, Moore
ABSENT: None
ABSTAIN: None

SIGNED:  Hung Wei, Mayor City of Cupertino	6/13/23 Date
ATTEST:  Kirsten Squarcia, City Clerk	6/20/23 Date

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