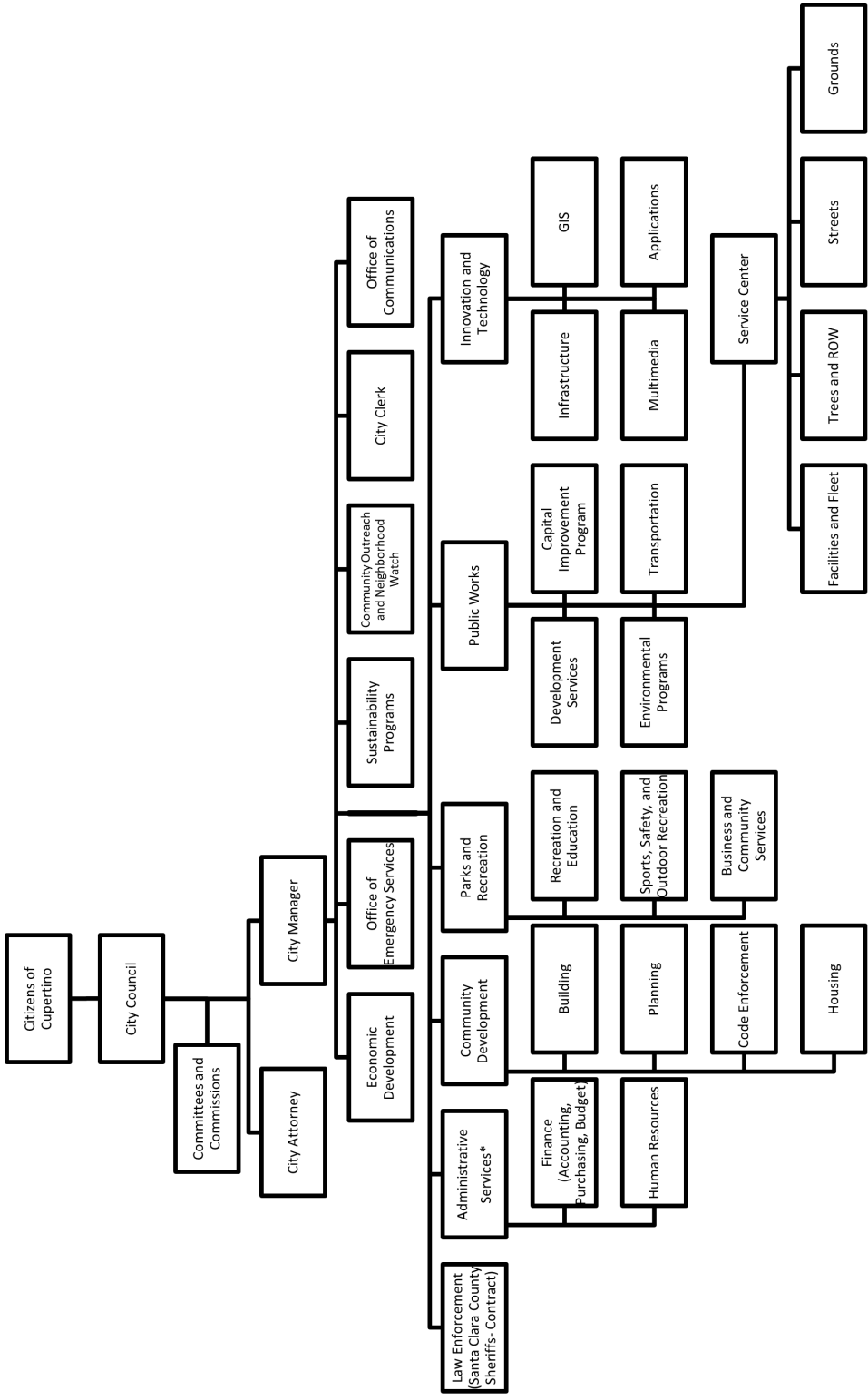


Introduction

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City Organizational Chart



*The City Treasurer is the Director of Administrative Services

Directory of City Officials

City Council



Sheila Mohan
Mayor



J.R. Fruen
Vice Mayor



Liang Chao
Council Member



Kitty Moore
Council Member



Hung Wei
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
- Teri Gerhardt – Chief Technology Officer

Commissions and Committees

ARTS AND CULTURE COMMISSION

Carol Maa
Dana Ford
David Wang
Kiran Varsshneya Rohra
Rani Agrawal

AUDIT COMMITTEE

Angela Chen
Eno Schmidt
Hanyan Wu
Hung Wei
Sheila Mohan

BICYCLE PEDESTRIAN COMMISSION

Herve Marcy
Grace John
Joel Wolf
John Zhao
Ilango Ganga

HOUSING COMMISSION

Angan Das
Connie Cunningham
Govind Tatachari
Ryan Golze
Yuyi He

LIBRARY COMMISSION

Archana Panda
Janki Chokshi
Liyan Zhao
Sheela Sreekanth
Qin Pan

PARKS AND RECREATION COMMISSION

Carol Stanek
Claudio Bono
Hemant Buch
Jennifer Shearin
Seema Swamy

PLANNING COMMISSION

David Fung
Muni Madhhipatla
Seema Lindskog
Steven Scharf
Tejesh Mistry

PUBLIC SAFETY COMMISSION

Bobby Toda
Neal Evans
Nirmalendu Das
Rohan Pandit
Sidarth Rajaram

SUSTAINABILITY COMMISSION

Alexander Fung
Conny Yang
Steve Poon
Susan Hansen
Sonali Padgaonkar

TEEN COMMISSION

Anika Mukherjee
Joyce Cheung
Peter Chen
Pranav Gupta
Rayna Shah
Rohin Garg
Rory Hu
Shivika Biswari
Sudisha Kumar

TECHNOLOGY, INFORMATION & COMMUNICATIONS COMMISSION

Balaram Donthi
Emma Shearin
Mukesh Garg
Prabir Mohanty
Sudeep Kumar

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, 2023

Christopher P. Morrill

Executive Director



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

January 25, 2024

Thomas Leung
Budget Manager
City of Cupertino, California

Dear Thomas:

A panel of independent reviewers have completed their examination of your Annual budget document for the period beginning July 2023. We are pleased to inform you that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

Your Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next 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.

Your electronic award package contains the following:

- **Scores and Comments.** Each entity submitting a budget to the program is provided with reviewers' scores for each of the categories on which the budget document was judged along with reviewers' confidential comments and suggestions for possible improvements to the budget document. We urge you to carefully consider these suggestions as you prepare your next budget.
- **Budget Award.** A camera-ready reproduction of the Award is included 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. Please refer to the instructions for reproducing your Award in your next budget (also included in your award package).
- **Certificate of Recognition.** 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. The Certificate of Recognition is presented to: **Finance Department.**
- **Sample press release.** Attaining this Award is a significant accomplishment. The sample press release may be used to give appropriate publicity to this notable achievement.

In addition, award recipients will receive via mail either a plaque (if the government is a first-time recipient or has received the Award fifteen times since it received its last plaque) or a brass medallion to affix to the plaque.

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 Awards Programs staff at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services Center

CSMFO Operating Budget Excellence Award



Resolutions

RESOLUTION NO. 24-054

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO
ADOPTING AN OPERATING BUDGET FOR
FISCAL YEAR 2024-25 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 2024-25, 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 2024-25 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.

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 4th day of June, 2024, by the following vote:

Vote Members of the City Council

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

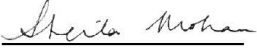

SIGNED:  Sheila Mohan, Mayor City of Cupertino	<u>6/12/24</u> Date
ATTEST:  Kirsten Squarcia, City Clerk	<u>6/12/24</u> Date

Exhibit A

FISCAL YEAR 2024-25 PROPOSED OPERATING BUDGET
FINANCIAL OVERVIEW BY FUND

Revenue Categories	2024-25 Proposed Budget							All Funds
	General Fund	Special Revenue Fund	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds		
Sales Tax	11,648,962	-	-	-	-	-	-	11,648,962
Property Tax	33,174,977	-	-	-	-	-	-	33,174,977
Transient Occupancy	7,731,947	-	-	-	-	-	-	7,731,947
Utility Tax	4,130,140	-	-	-	-	-	-	4,130,140
Franchise Fees	3,509,346	-	-	-	-	-	-	3,509,346
Other Taxes	1,684,329	4,628,530	-	-	-	-	-	6,312,859
Licenses & Permits	3,665,866	-	-	-	-	-	-	3,665,866
Use of Money & Property	4,697,122	1,062,944	-	-	833,000	218,000	-	6,811,066
Intergovernmental	2,471,990	5,365,221	-	-	-	14,000	-	7,851,211
Charges for Services	15,102,136	1,880,000	-	-	5,247,500	4,717,314	-	26,946,950
Fines & Forfeitures	395,000	20,000	-	-	-	-	-	415,000
Miscellaneous	1,210,653	-	-	-	-	-	-	1,210,653
Other Financing Sources	367,000	-	-	-	-	468,984	-	835,984
Transfers In	15,000	1,779,000	2,676,200	-	514,000	-	-	5,084,200
TOTAL REVENUES \$	89,804,468	14,735,695	2,676,200	-	6,608,500	7,784,696	-	121,609,559

Appropriation Categories	2024-25 Proposed Budget							All Funds
	General Fund	Special Revenue Fund	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds		
Employee Compensation	23,388,317	1,785,475	-	-	1,922,348	1,818,488	-	28,914,628
Employee Benefits	11,329,376	963,406	-	-	839,347	2,409,499	-	15,531,628
Materials	5,775,194	1,047,713	-	-	691,338	1,046,922	-	8,561,167
Contract Services	29,216,149	555,004	-	-	3,661,846	1,798,760	-	35,231,759
Cost Allocation	10,638,980	2,030,054	-	-	1,577,430	304,459	-	14,550,923
Capital Outlays	-	880,224	-	-	150,000	-	-	1,030,224
Special Projects	1,165,000	2,586,687	-	-	212,733	440,000	-	4,404,420
Contingencies	254,580	8,985	-	-	54,339	26,622	-	344,526
Debt Service	-	-	2,676,200	-	-	-	-	2,676,200
Transfers Out	7,349,598	15,000	-	-	-	-	-	7,364,598
Other Financing Uses	925,000	-	-	-	161,841	798,599	-	1,885,440
TOTAL EXPENDITURES \$	90,041,794	9,862,545	2,676,200	-	9,271,222	8,643,349	-	120,495,113

CHANGE IN FUND BALANCE/ NET POSITION	\$(237,326)	4,873,147	\$ -	-	\$(2,662,722)	\$(855,653)	-	1,114,446
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RESOLUTION NO. 24-055

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO
ADOPTING A CAPITAL IMPROVEMENT BUDGET FOR
FISCAL YEAR 2024-25 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

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 2024-25, 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 4th day of June, 2024, by the following vote:

Vote Members of the City Council

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

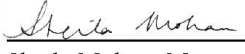

SIGNED:  Sheila Mohan, Mayor City of Cupertino	<u>6/12/24</u> Date
ATTEST:  Kirsten Squarcia, City Clerk	<u>6/12/24</u> Date

Exhibit A

FISCAL YEAR 2024-25 PROPOSED CAPITAL IMPROVEMENT PROGRAM BUDGET
FINANCIAL OVERVIEW BY FUND

Revenue Categories	2024-25 Proposed Budget						
	General Fund	Special Revenue Fund	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds	All Funds
Sales Tax	-	-	-	-	-	-	-
Property Tax	-	-	-	-	-	-	-
Transient Occupancy	-	-	-	-	-	-	-
Utility Tax	-	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-
Use of Money & Property	-	-	-	-	-	-	-
Intergovernmental	-	3,631,220	-	5,850,000	-	-	9,481,220
Charges for Services	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-	-
Transfers In	-	462,580	-	7,785,000	-	-	8,247,580
TOTAL REVENUES \$	-	\$ 4,093,800	\$ -	\$ 13,635,000	\$ -	\$ -	\$ 17,728,800

Appropriation Categories	2024-25 Proposed Budget						
	General Fund	Special Revenue Fund	Debt Service Fund	Capital Project Funds	Enterprise Funds	Internal Service Funds	All Funds
Employee Compensation	-	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-	-
Materials	-	-	-	-	-	-	-
Contract Services	-	-	-	175,000	-	-	175,000
Cost Allocation	-	-	-	-	-	-	-
Capital Outlays	-	4,093,800	-	13,635,000	-	-	17,728,800
Special Projects	-	-	-	-	-	-	-
Contingencies	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Transfers Out	-	-	-	8,247,580	-	-	8,247,580
Other Financing Uses	-	-	-	-	-	-	-
TOTAL EXPENDITURES \$	-	\$ 4,093,800	\$ -	\$ 22,057,580	\$ -	\$ -	\$ 26,151,380
CHANGE IN FUND BALANCE/ NET POSITION \$	-	\$ -	\$ -	\$ (8,422,580)	\$ -	\$ -	\$ (8,422,580)

RESOLUTION NO. 24-056

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO
ESTABLISHING AND ADOPTING THE APPROPRIATION
LIMIT IN THE AMOUNT OF \$132,542,385 FOR FISCAL YEAR 2024-25**

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 0.02%, and the California per capita personal income change is 3.62%; and

WHEREAS, in computing the 2024-25 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 2024-25 fiscal appropriation limit of \$132,542,385, 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.

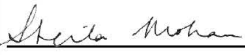

BE IT FURTHER RESOLVED that the City Council of the City of Cupertino hereby reserves the right to use the non-residential assessed valuation percentage change when the figure is available.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 4th day of June, 2024, by the following vote:

Resolution No. 24-056
Page 2

Vote Members of the City Council

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

SIGNED:  Sheila Mohan, Mayor City of Cupertino	<u>6/12/24</u> Date
ATTEST:  Kirsten Squarcia, City Clerk	<u>6/12/24</u> Date