



ADMINISTRATIVE SERVICES DEPARTMENT

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CITY COUNCIL STAFF REPORT

Meeting: October 18, 2022

Subject

Consider accepting Accounts Payable for the periods ending August 8, 2022; August 15, 2022; August 22, 2022; August 29, 2022; and September 6, 2022

Recommended Action

- A. Adopt Resolution No. 22-XXX accepting Accounts Payable for the period ending August 8, 2022;
- B. Adopt Resolution No. 22-XXX accepting Accounts Payable for the period ending August 15, 2022;
- C. Adopt Resolution No. 22-XXX accepting Accounts Payable for the period ending August 22, 2022;
- D. Adopt Resolution No. 22-XXX accepting Accounts Payable for the period ending August 29, 2022; and
- E. Adopt Resolution No. 22-XXX accepting Accounts Payable for the period ending September 6, 2022

Discussion

On September 26, 2022, the Audit Committee reviewed the Accounts Payable registers as part of the Monthly Treasurer's Report for August 2022. Responses to the Audit Committee's inquiries are provided below.

There was a question regarding the payment related to a book drop. The following response was provided by Public Works.

The Civic Center Parking Analysis report went to Council on July 7, 2020. The full report and all of the attachments can be found on that [meeting materials](#).

The Council Actions from that meeting note that Council authorized \$498,200 for several Civic Center parking mitigation actions. Please see bullet point #2, which authorizes the book drop work. No budget adjustment was necessary as funds were already approved and available in the project GL 420-99-078.

In addition, staff reviewed the recording from that meeting and the discussion was specific to adding a book drop as part of this project (time stamp 3:04:00). In addition, the Library Director provided support of the book drop and confirmed their ability to incorporate servicing the location into their operation (time stamp 3:05:00). The discussion at the meeting was that this project would include incremental implementation of a list of items intended to reduce parking demand. This list was to be implemented over time due to COVID changing demand for parking.

The individual project was tracked on the CIP dashboard to highlight and provide transparency for this component of the overall funding appropriation. A bid was done for the book drop project. A project overview was also provided as an Items of Interest on January 27, 2022, describing the project and the schedule. Items of Interest are provided to draw attention to topics during their progression and to provide opportunities for questions.

Several CIP related process improvements have been recommended and staff is always willing to consider adjustments to ensure information is presented in the most comprehensible means possible.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

Prepared by: Thomas Leung, Senior Management Analyst

Reviewed by: Kristina Alfaro, Director of Administrative Services and City Treasurer

Approved for Submission by: Pamela Wu, City Manager

A – Draft Resolution 8.8.22

B – AP Report 8.8.22

C – Draft Resolution 8.15.22

D – AP Report 8.15.22

E – Draft Resolution 8.22.22

F – AP Report 8.22.22

G – Draft Resolution 8.29.22

H – AP Report 8.29.22

I – Draft Resolution 9.6.22

J – AP Report 9.6.22