



PARKS AND RECREATION DEPARTMENT

QUINLAN COMMUNITY CENTER
10185 NORTH STELLING ROAD • CUPERTINO, CA 95014-5732
TELEPHONE: (408) 777-3120 • FAX: (408) 777-1305
CUPERTINO.ORG

CITY COUNCIL STAFF REPORT SUPPLEMENTAL 1

Meeting: May 20, 2025

Agenda Item

Agenda Item #14

Subject

Acceptance of donation from the Houston Living Trust in the amount of \$70,000 for the Cupertino Senior Center.

Recommended Action

Authorize the City of Cupertino to accept a \$70,000 monetary donation from the Houston Living Trust for the Cupertino Senior Center in accordance with the City's Donation Policy.

Supplemental Report

Staff's responses to questions received from councilmembers are shown in italics.

Q1: Should the city issue a certificate of appreciation or some other document to thank the donors for their generous donation?

Staff Response: The Parks and Recreation Department sends a thank you letter to all donors and sponsors.

Q2: Is there any instruction on how the \$70,000 donation should be used on?

Staff Response: As noted in attachment B, the donor wishes the donation to be used as needed, no specific purpose was specified.

Q3: Who or which body would decide how to use the \$70,000 donation? What criteria would be used?

Staff Response: As noted in the staff report, the donation will be placed in the following revenue account 100-62-623 480- 409. The funding will be received as revenue to offset current expenses

in the budget, which is standard practice. Donation funds are not available to be used on the expense side unless a budget adjustment is requested for additional appropriations. No additional appropriations are being requested at this time.

Attachments Provided with Original Staff Report:

A – Resolution 17-102 and Donation Policy

B – Completed Senior Center Donation Form

Attachments Provided with Supplemental 1:

None