



## ADMINISTRATIVE SERVICES DEPARTMENT

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### CITY COUNCIL STAFF REPORT

Date: September 3, 2025

#### Subject

Consider amendments to the City Council Special Project Policy

#### Recommended Action

Adopt Resolution No. 25-XXX approving the updated City Council Special Project Policy

#### Background

On April 2, 2025, the City Council adopted Resolution No. 25-022 approving a new Special Project Policy as part of the Budget Format Review Implementation Action Plan, Recommendation No. 26. The policy established the process for reappropriating special project funds within the City's budget.

Under the current Special Project Policy, reappropriations of any kind require placement of an agenda item on the consent calendar for Council approval. City staff recommend amending the Special Project Policy to replace the this requirement with an informational memorandum from the City Manager to the City Council (Attachment A). The memorandum would notify the Council of the reappropriation while eliminating the need for formal Council action on the consent calendar.

Budget requests for any item that result in transfers between two different funds for new appropriations still require Council approval. Any transfer that occurs between divisions, program and accounts within the same fund are administratively approved and reported on as part of the quarterly financial reports.

#### Reasons for Recommendation and Available Options

The proposed amendment is intended to improve operational efficiency by:

- Reducing staff time required to prepare a formal staff report and adding it to the agenda for each reappropriation.
- Allowing staff to process reappropriation requests in a timely manner.

- Maintaining transparency by ensuring both the Council and the public are informed of the reappropriation through a publicly available memorandum.

It is recommended that the City Council adopt the draft Resolution (Attachment C) to update the Special Project Policy, allowing staff to streamline the reappropriation process by notifying the Council via memorandum rather than through the consent calendar.

Sustainability Impact

No sustainability impact

Fiscal Impact

No fiscal impact.

City Work Program (CWP) Item/Description

None

Council Goal:

Public Engagement and Transparency

Fiscal Strategy

California Environmental Quality Act

California Environmental Quality Act impact

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Floy Andrews, Interim City Attorney

Approved for Submission by: Tina Kapoor, Interim City Manager

Attachments:

A – Updated City Council Special Project Policy (Redline)

B – Updated City Council Special Project Policy (Clean) (and Resolution Exhibit A)

C – Draft Resolution