



CITY MANAGER'S OFFICE

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CITY COUNCIL STAFF REPORT

Meeting: January 21, 2026

Subject

Adjustments to duties, salary, and benefits of the Deputy City Manager classification.

Recommended Action

1. Adopt Resolution No. 26-___ amending the Unrepresented Employee's Compensation Program to modify the Deputy City Manager position and expanded duties, resulting in increased appropriations of \$68,184 for the City annually, offset by \$399,323 in savings from the eliminated Assistant City Manager position.
2. Adopt Resolution No. 26-___ approving Budget Modification No. 2526-430, increasing appropriations by \$68,184 for the Deputy City Manager position.

Reasons for Recommendation

This item comes to the City Council as part of an ongoing effort to adjust the structure of the City's Executive Team to ensure efficient and cost-effective oversight of City departments. With the consolidation of the Assistant City Manager and Deputy City Manager functions, the Deputy City Manager now provides cross-departmental coordination, strategic oversight, and continuity of executive management. Staff recommends that the Deputy City Manager's classification and compensation be aligned to include these expanded responsibilities.

The updated Deputy City Manager job description (Attachments D and E) reflects an expansion of responsibilities to include broader executive-level duties. The revised role is also tasked with working with outside partners and providing key strategic support to the City Manager, Council, and departments.

The proposed resolution requests Council approval to adjust compensation for the Deputy City Manager position to align with the broader scope of executive level duties of this revised classification. The adjustment will result in an increase in costs to the City of \$68,184 annually. Accounting for the proposed adjustments, the consolidation of the Deputy City Manager and Assistant City Manager positions will result in a net savings to the City of \$331,139 annually.

Next Steps

If the recommended changes are approved, staff will move forward to revise the Deputy City Manager's essential duties and align the salary accordingly.

Sustainability Impact

No sustainability impact.

Fiscal Impact

The proposed realignment of the Deputy City Manager position will result in increased appropriations of \$68,184 for the City, through the use of fund balance. Overall department salaries and benefits expenditures were offset by \$399,323 from eliminating the Assistant City Manager position, which occurred earlier this fiscal year. These staffing changes will result in zero net change to the existing FTE's in the City.

City Work Program (CWP) Item/Description

None

Council Goal:

Fiscal Strategy

California Environmental Quality Act

None

Prepared by: Astrid Robles, Senior Management Analyst

Reviewed by: Floy Andrews, Interim City Attorney

Approved for Submission by: Tina Kapoor, City Manager

Attachments:

A – Draft Resolution Amending the Unrepresented Employee's Compensation Program

B – Amendments to the Unrepresented Employee's Compensation Program – Clean

C – Amendments to the Unrepresented Employee's Compensation Program – Redline

D – Deputy City Manager Job Description Revised January 2026 – Clean

E – Deputy City Manager Job Description Revised January 2026 – Redline

F – Draft Resolution Approving a Budget Modification for Deputy City Manager