



ADMINISTRATIVE SERVICES DEPARTMENT

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CITY COUNCIL STAFF REPORT

SUPPLEMENTAL 1

Meeting: May 6, 2025

Agenda Item #11

Subject

Public Hearing Pursuant to Government Code Section 3502.3 to Receive a Report on City of Cupertino Vacancies, and Recruitment and Retention Efforts.

Recommended Action

Receive the informational report on City of Cupertino Vacancies, and Recruitment and Retention Efforts Pursuant to Government Code Section 3502.3.

Background:

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

Q1: I understand that the city often does not immediately start recruitment when a position becomes vacant. One example is the Assistant City Manager position, which has been vacant for one year and recruitment only started recently/ For example, the position of Emergency Manager (Tom Chin) has been vacant for 4 months, but the city manager decides to hire a consultant. Could we get a list of these vacant positions, the date they have become vacant, the status of recruitment (when recruitment was started if at all or expected date to start recruitment if at all, any reason on whether to delay recruitment)? (**Mayor Chao**)

Staff Response: Please see attached spreadsheet

Q2: We have also some vacancy due to retirement. For example, I learned that one member of the 4-member video team required at the end of last year and the city did not plan to fill that position. Is that counted as one vacant position in this report? (When the position is there, but the city does not plan to fill it.) (**Mayor Chao**)

Staff Response: This position was filled through recruitment.

Q3: I have learned that another member of the remaining video team will retire soon, likely in June. What is the recruitment plan so that the video team is not understaffed, especially when we know of upcoming retirement ahead of time? (**Mayor Chao**)

Staff Response: It is tentative at this time, as there is no confirmation of a pending retirement in video.

Q4: Even though not required by AB 2561, I would still like to know what retention efforts were made in the past few years? (**Mayor Chao**)

Staff Response: The City's retention efforts include a variety of programs such as employee engagement events, investing in our employees with robust professional training and development opportunities and a competitive salary and benefits program.

Attachments Provided with Original Staff Report:

A – Assembly Bill 2561

Attachments Provided with Supplemental:

B – Vacancy Info