



## CITY MANAGER'S OFFICE

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## CITY COUNCIL STAFF REPORT

Meeting: July 15, 2025

### Subject

Approval of an Interim City Manager Employment Agreement; Proposed Amendments to the Appointed Employees' Compensation Program.

### Recommended Action

1. Adopt Resolution No. 25-\_\_\_ approving the Interim City Manager Employment Agreement between the City of Cupertino and Tina Kapoor, and authorize the Mayor to execute the contract; and
2. Adopt Resolution No. 25-\_\_\_ amending the Appointed Employees' Compensation Program

### Reasons for Recommendation

The City Council appointed Tina Kapoor as acting City Manager on May 2, 2025. At the June 17 closed session, Council voted to unanimously appoint Ms. Kapoor as the Interim City Manager effective immediately. The proposed terms for Ms. Kapoor's Interim role are outlined in the Interim City Manager Employment Agreement, which is included as Attachment B.

Staff is also proposing amendments to the Appointed Employee's Compensation Program (Attachments D and E). The proposed amendments would conform the salary in the Appointed Employees' Compensation Program to the proposed Interim City Manager Employment Agreement. Council may approve the Interim City Manager Employment Agreement and the amendments to the Appointed Employees' Compensation Program by adopting the resolutions enclosed as Attachments A and C, respectively.

### Sustainability Impact

No sustainability impact.

### Fiscal Impact

Salary and benefit costs for the Interim City Manager will be funded from the City Manager's Administration budget (100-12-120), which were included in the FY 2025-26 Adopted Budget.

### City Work Program (CWP) Item/Description

None

Council Goal:

Fiscal Strategy

California Environmental Quality Act

None

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Prepared by: Astrid Robles, Senior Management Analyst

Reviewed by: Floy Andrews, Interim City Attorney

Approved for Submission by: Tina Kapoor, Interim City Manager

Attachments:

A – Draft Resolution Approving Interim City Manager Employment Agreement

B – Interim City Manager Employment Agreement

C – Draft Resolution Amending the Appointed Employee's Compensation Program

D – Amendments to the Appointed Employee's Compensation Program (redline)

E – Amendments to the Appointed Employee's Compensation Program (clean)