



## ADMINISTRATIVE SERVICES DEPARTMENT

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### CITY COUNCIL STAFF REPORT

Date: May 5, 2026

#### Subject

Introduction and first reading of an ordinance amending Cupertino Municipal Code Sections 1.10, 2.20, 2.24, 2.48, 2.88, 3.12, and 3.38 to reflect organizational changes related to departmental structure and responsibilities.

#### Recommended Action

Introduce and conduct the first reading of Ordinance No. 26-\_\_\_\_: "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CUPERTINO AMENDING MUNICIPAL CODE CHAPTERS 1.10, 2.20, 2.24, 2.48, 2.88, 3.12, AND 3.38."

#### Background

The City periodically updates the Cupertino Municipal Code to reflect organizational changes, ensure clarity in roles and responsibilities, and improve the administration of City operations.

As part of a recent organizational realignment, the Human Resources (HR) function has been transitioned from the Department of Administrative Services to the City Manager's Office. This change is intended to better align HR functions with broader organizational strategy, workforce planning, and executive oversight.

As a result of this transition, the Department of Administrative Services will now focus exclusively on finance-related functions, including Accounting, Budgeting, and Purchasing. To better reflect this refined scope of responsibilities, the Department of Administrative Services will be renamed the Department of Finance, and the department head title will be updated to Director of Finance.

The proposed Municipal Code amendments reflect these organizational changes by updating department names, titles, and associated responsibilities where applicable.

#### Reasons for Recommendation

The proposed amendments update the Municipal Code to reflect the City's recent organizational realignment, including the transition of HR to the City Manager's Office and the renaming of the Department of Administrative Services to the Department of Finance (Attachment B). These changes ensure that department names, titles, and responsibilities are accurately reflected in the Code. The following changes to the Cupertino Municipal Code are recommended:

- **Chapter 1.10:** Proposed amendment updates the director's title.
- **Chapter 2.20:** Proposed amendment updates the director's title.
- **Chapter 2.24:** Proposed amendment updates the director's title.
- **Chapter 2.48:** Proposed amendment updates the department's name and overseeing divisions.
- **Chapter 2.88:** Proposed amendment updates the director's title.
- **Chapter 3.12:** Proposed amendment updates the director's title.
- **Chapter 3.38:** Proposed amendment updates the director's title.

These updates are administrative in nature to enhance operational efficiency and do not result in substantive changes to City operations or service levels.

*Next Steps*

If the City Council conducts the first reading and introduces the proposed ordinance (Attachment A), staff will return for a second reading scheduled for May 19, 2026.

At that time, staff will also introduce updates to the Unrepresented Employees' Policy and Compensation Program to reflect the departmental name change. These updates will be limited to title and naming conventions only and will not include substantive changes to compensation or policy provisions.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

City Work Program Item/Description

N/A

Council Goal

Public Engagement and Transparency

California Environmental Quality Act

No California Environmental Quality Act impact.

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Reviewed by: Kirsten Squarcia, Deputy City Manager

Floy Andrews, Interim City Attorney

Approved for Submission by: Tina Kapoor, City Manager

Attachments:

A – Draft Ordinance No. 26-\_\_\_\_\_

B – Redline of proposed Municipal Code amendments