



ADMINISTRATIVE SERVICES DEPARTMENT

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CITY COUNCIL STAFF REPORT

Date: May 19, 2026

Subject

Second reading and enactment 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

- A. Conduct second reading and enact Ordinance No. 26-2283: "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." and;
- B. Adopt Resolution No. 26 - ___ amending the Unrepresented Employees' Compensation Program and approving the updated job description to reflect the retitling of the Director of Administrative Services position to Director of Finance

Reasons for Recommendation

On May 5, 2026, the City Council conducted the first reading of Ordinance No. 26-2283. The proposed ordinance includes amendments to Municipal Code Chapters 1.10, 2.20, 2.24, 2.48, 2.88, 3.12, and 3.38 to reflect a departmental reorganization, including the renaming of the Department of Administrative Services to the Department of Finance and the retitling of the Director of Administrative Services to the Director of Finance. The amendments also update related department names, titles, and responsibilities throughout the Municipal Code to align with the City's current organizational structure.

The proposed amendments update department names, titles, and associated responsibilities to ensure the Municipal Code accurately reflects the City's current organizational structure. These updates are administrative in nature and do not result in substantive changes to City operations or service levels.

No changes were requested at the first reading, and the City Council approved the proposed ordinance. Final adoption is subject to a second reading. If the City Council approves the proposed ordinance (Attachment A) at the second reading, the ordinance will become effective thirty days after adoption, on June 18, 2026.

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.

Prepared by: Jonathan Orozco, Acting Director of Administrative Services

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. 26-2283

B – Amendments to the Unrep Employee’s Compensation Program (clean)

C – Amendments to the Unrep Employee’s Compensation Program (redline)

D – Job Description: Director of Finance (clean)

E – Job Description: Director of Finance (redline)

F – Draft Resolution