

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Ed Shikada

**SUBJECT:** LEADERSHIP CHANGES IN  
CITY MANAGER'S OFFICE

**DATE:** December 23, 2013

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### INFORMATION

During my first week as City Manager, I am pleased to inform the City Council of two staffing changes within the leadership team in the City Manager's Office. Long-term public administrator Norberto Dueñas has agreed to serve as Interim Assistant City Manager to fill the vacancy left by my appointment. Budget Director Jennifer Maguire has been promoted to Deputy City Manager in recognition of her expanding role in managing the City's resource and policy priorities. Between them, Norberto and Jennifer have 50 years of experience with the City of San José.

#### *Norberto Dueñas*

Norberto has served as Deputy City Manager since 2008 overseeing a wide range of neighborhood and community service functions including libraries, housing, and parks and recreation services. His City career began in 1985 as a Council Assistant and Chief of Staff for Councilmember Jim Beall and later as a Senior Budget and Policy Analyst for Mayor Susan Hammer. After four years in the City Manager's Office as Council Liaison, he became a division manager in the Housing Department in 1999, and became Deputy Executive Director for the San José Redevelopment Agency in 2006. Dueñas has a bachelor's degree in political science and a master's in public administration, both from San José State University. As interim Assistant City Manager, Dueñas will provide day-to-day operational oversight of all City services.

Recruitment for a permanent Assistant City Manager is being initiated, with the anticipation of filling the position in the spring.

#### *Jennifer Maguire*

In her expanded role as Deputy City Manager, Maguire will continue to lead the strategic efforts of the Budget Office and provide oversight of several City service areas on behalf of the City Manager. She has been Budget Director since 2008, having started her career with the City in 1991 as an analyst in the City Manager's Budget Office. Within two years, Jennifer became a Principal Budget Analyst, and was promoted to Assistant to the City Manager in 1998. She became Assistant Budget Director in 2000 and was promoted to Budget Director in 2008, leading the preparation of the City's annual operating and capital budgets, expense and revenue

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forecasts, and budget policy guidance for all City departments. Jennifer has a bachelor's degree in psychology and a master's in business administration from Santa Clara University.

Thanks to our strong management team, we have the right people within the City organization able and willing to take on new responsibilities. I am appreciative of Norberto's willingness to step up to take on this interim role during the transition. His broad range of experiences will be invaluable in maintaining a good continuity of leadership and citywide management oversight from our office. As the City continues efforts to overcome extreme fiscal challenges, Jennifer's expansive knowledge of the budget, City services and our staff will continue to be critical as we develop and implement new strategies to keep San José on the right path to fiscal sustainability as we provide the best essential services while partnering with the community to enhance quality of life.

Both Norberto and Jennifer are San José residents. Their new roles with the City are effective immediately. Please join me in thanking Norberto and Jennifer for assuming these new leadership roles.



Ed Shikada  
City Manager