



CITY COUNCIL STAFF REPORT

ITEM NO. 6.18

DATE: May 11, 2026
TO: Honorable Mayor and City Council
FROM: Tina Olson, Administrative Services Director
SUBJECT: Resolution designating the Accounting Supervisor – General Ledger and Treasury as the City Treasurer

RECOMMENDED ACTION

Staff recommends City Council adopt a resolution designating the Accounting Supervisor – General Ledger and Treasury as the City Treasurer.

DECISION TYPE

Administrative

SUMMARY

Due to the retirement of Tina Olson, the current appointment of the Administrative Services Director as City Treasurer must be rescinded and City Council needs to appoint another employee to the position of City Treasurer until such time as the City addresses the vacancy in the Administrative Services Director position. Staff recommends appointing the Accounting Supervisor that oversees the City's General Ledger and Treasury functions to be the City's Treasurer during that time.

DISCUSSION

On April 25, 2022, Resolution No. 2022-062 was adopted appointing the person holding the title of Administrative Services Director for the City of Livermore to serve as its City Treasurer. On May 2, 2026, Tina Olson, the City's Administrative Services Director, retired, which requires City Council to appoint another position to fulfill the City's Treasurer function until the Administrative Services Director position is filled with a permanent employee.

The Treasurer is responsible for receiving, disbursing, and securing, the City's pooled cash. Financial reporting is also a large duty of the City Treasurer, as statements on the City's financial standing are needed by a variety of other state and local offices. In addition to administering certain financial activities as set forth in the Livermore Municipal Code, the Treasurer is also responsible for the collection of delinquent fees and taxes. The City Treasurer also has a fiduciary responsibility for the purchase and

sale of bonds for the City,

To ensure that the City continues to have a City Treasurer until such time as the City addresses the vacancy in the Administrative Services Director position, staff recommends that City Council adopt a resolution designating the Accounting Supervisor – General Ledger and Treasury as the City Treasurer.

Staff also recommends that the City Council delegate the authority to invest the City's pooled treasury funds in accordance with the Investment Policy to the Accounting Supervisor – General Ledger and Treasury serving as the City Treasurer for the remainder of the FY 2025-26 and that all references to the Administrative Services Director in the Investment Policy be amended to read: Accounting Supervisor – General Ledger and Treasury.

The delegation of investment authority and responsibility from the City Council to the Accounting Supervisor – General Ledger and Treasury serving as the City Treasurer will allow the Administrative Services Department to continue the prudent investment of the City's pooled treasury funds and manage the City's cash flow needs.

FISCAL AND ADMINISTRATIVE IMPACTS

There is no additional cost to the General Fund associated with delegating the Treasurer role to the Accounting Supervisor – General Ledger and Treasury until such time as the City addresses the vacancy in the Administrative Services Director position.

COMMUNITY PILLAR

5: A City That Works

GOAL

17: Ensure effective use of public resources

ATTACHMENTS

[1. Resolution](#)

Prepared by: Tina Olson
Administrative Services Director

Approved by:



Marianna A. Burch
City Manager

Fiscal Review by:



Tina Olson
Administrative Services Director