



CITY COUNCIL STAFF REPORT

ITEM NO. 8.1

DATE: October 27, 2025
TO: Honorable Mayor and City Council
FROM: Tina Olson, Administrative Services Director
SUBJECT: Resolution approving an amendment to the City Manager's employment contract.

RECOMMENDED ACTION

The Evaluation Subcommittee recommends the City Council adopt a resolution approving an amendment to the City Manager's employment contract.

DECISION TYPE

Administrative

SUMMARY

The City Manager's contract stipulates under Section V.A. that the City Council shall conduct an annual performance review of the City Manager and determine any modifications to the terms and conditions of employment including any salary increase, bonus, or other benefit changes.

DISCUSSION

The current City Manager employment contract dated October 31, 2023, indicates the City Council shall review the performance of the City Manager annually and may make modifications to terms and conditions of employment, as deemed appropriate based on performance of duties. As such, the City Council met in Closed Session with the City Manager on October 13, 2025, to discuss her performance evaluation. Prior to that discussion, the City Manager, via memo to the City Council, requested modifications to terms and conditions relevant to her employment contract. At the Closed Session, the City Council discussed the City Manager's request and directed that the draft amendment to the City Manager's employment contract be placed upon this agenda for City Council consideration.

Council approval would be the second amendment to the current contract dated October 31, 2023, to add the following material change: provide an increased contribution of \$327.85 per pay period (\$8,524 annually) to the City Manager's deferred compensation. In addition, the City Manager's existing contract already grants the same annual cost of living adjustment (COLA) that is provided to the Livermore

Managers Group (LMG), which is 6% in 2025 bringing the City Manager's annual base salary to \$392,895. The contract amendment will be effective November 17, 2025.

FISCAL AND ADMINISTRATIVE IMPACTS

The additional annual net salary and benefits cost \$30,763, which will be paid from the General Fund. No additional appropriation is required at this time.

COMMUNITY PILLAR

5: A City that Works

GOAL

8: Attract, develop, engage, and retain a diverse and highly skilled workforce across the organization.

ATTACHMENTS

1. [Resolution](#)
2. [Exhibit A - City Manager Contract](#)

Prepared by: Tina Olson
Administrative Services Director

Approved by:



Marianna A. Burch
City Manager

Fiscal Review by:



Tina Olson
Administrative Services Director