



**STAFF REPORT
HOLLISTER CITY COUNCIL
MEETING DATE: January 5, 2026
REPORT # City Attorney-2026-01**

AGENDA ITEM: A RESOLUTION APPROVING A CITY MANAGER EMPLOYMENT AGREEMENT WITH ANA CORTEZ

DEPARTMENT: City Attorney

DEPARTMENT HEAD: Jennifer Thompson, City Attorney

STAFF CONTACT: Roxanne Stephens, Mayor

RECOMMENDED ACTION: Adopt a resolution approving the City Manager Employment Agreement with Ana Cortez.

DISCUSSION: Following an extensive recruitment effort, including interviews with numerous qualified candidates, the City Council has selected Ana Cortez as City Manager. The attached employment agreement sets forth the terms and conditions of Ms. Cortez's employment as City Manager. The City Manager employment agreement requires approval of the City Council.

The key material terms of the employment agreement are as follows:

1. The term is for four (4) years from February 2, 2026.
2. The City Manager's annual base salary will be \$265,000. In addition to the City Manager's base salary, the City Manager shall be entitled to an additional retirement contribution of \$2,200.00 annually.
3. The City Manager shall participate in the City's Executive Management Unit Salary and Benefits Program on the same terms and conditions adopted or approved by the City Council, except the City Manager is ineligible for the Cost-of-Living-Adjustment.
4. The City will pay the City Manager's dues to participate in professional associations and conferences.

FISCAL IMPACT: There are sufficient funds available in the Administration budget to accommodate the salary and benefit package recommended in the City Manager Employment Agreement.

PREVIOUS COUNCIL OR COMMISSION ACTION: N/A

CEQA: N/A. Not a project

ATTACHMENTS:

1. Resolution
2. City Manager Employment Agreement