



**DATE:** December 2, 2025

**TO:** City Council

**FROM:** Mayor Salinas

**SUBJECT:** Council-Appointed Officer's Employment Agreement: Adopt a Resolution Approving Amendments to the Employment Agreement between the City of Hayward and Interim City Manager Jayanti Addleman and Authorize the Mayor to Execute the Amendment.

## **RECOMMENDATION**

That Council adopts a resolution (Attachment II) approving an amendment to the employment agreement between the City of Hayward and Interim City Manager Jayanti Addleman and authorizes the Mayor to execute the agreement.

## **SUMMARY**

On June 17, 2025 the City Council appointed Director of Library Services Jayanti Addleman as the Interim City Manager (ICM), effective July 1, 2025. As part of the agreement, parties agreed that ICM Addleman would remain in the position through at least December 31, 2025, and a permanent City Manager would not assume the office prior to that date. Despite the intention of the parties, recruitment for the permanent City Manager role resulted in the appointment of Jennifer Ott to the position prior to the date specified in the agreement. The amended employment agreement reflects the changed agreement between the parties to accommodate the appointment of the permanent City Manager on December 8, 2025.

## **BACKGROUND AND DISCUSSION**

On June 17, 2025 the City Council took action to appoint Library Services Director Jayanti Addleman as the Interim City Manager, effective July 1, 2025. Parties understood that recruitment for a permanent City Manager was underway and that Director Addleman would serve in an interim capacity until a permanent City Manager was appointed. However, parties further agreed that the permanent City Manager would not assume office prior to January 1, 2026.

Despite the terms of the agreement, recruitment for the City Manager position culminated prior to January 1, 2026. Aided by an executive recruitment firm, the City selected Jennifer Ott as the permanent City Manager effective December 8, 2025. As a result, Interim City Manager

Addleman will be unable to retain the position through the end of the term specified in her agreement.

The amendment to the Interim City Manager employment agreement indicates that ICM Addleman will return to her position as Hayward's Director of Library Services effective December 8, 2025, coinciding with the appointment of City Manager Ott. So that ICM Addleman is afforded the benefit of the original contract, upon return to her prior position, she will receive a single PERS-ineligible payment in the amount of \$8,085.60 to account for the differential base salary between the Director of Library Services position and the base salary of \$385,008 that she would have received through December 31, 2025 per the terms of the unamended employment agreement.

As further consideration for the amendment, which includes a settlement and release of any and all claims against the City, the parties have agreed that upon return to her prior position, Director Addleman will be awarded 124 hours of management leave which must be taken by no later than December 31, 2025. The intent of this management leave allotment is to allow Employee the opportunity to take leave on a paid status through December 31, 2025.

#### **FISCAL IMPACT**

On its own, the proposed agreement amendment has the same financial obligation to the City as the unamended agreement. The action of onboarding a new City Manager on December 8, 2025, rather than January 1, 2026, and the resulting amendment to this agreement, taken together, have a fiscal impact of \$8,085.60 to the General Fund.

#### **STRATEGIC ROADMAP**

This agenda item is a routine operational item and does not relate to any of the six priorities outlined in the Council's Strategic Roadmap.

#### **NEXT STEPS**

If approved, staff will finalize the amended employment agreement with Jayanti Addleman and coordinate implementation of the salary and compensation changes with Payroll.

*Prepared by:* Sangeetha Waltz, Deputy City Attorney

*Recommended by:* Michael Lawson, City Manager

*Approved by:*



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Mark Salinas, Mayor