



RESOLUTION APPROVING AN AT WILL EMPLOYMENT AGREEMENT WITH INTERIM CITY MANAGER JEFFREY KOLIN

City Council Meeting
May 25, 2021

Amy Reeve,
Director of Human Resources

Background

- City Manager Sean McGlynn has announced his resignation, effective June 28, 2021.
- The City will be conducting an extensive open recruitment for his replacement. It is anticipated that the recruitment could take six months or more.
- To ensure a smooth transition and uninterrupted City operations, the Council has appointed Jeffrey Kolin as Interim City Manager to serve in the position until a new permanent City Manager is found.

Background

- Mr. Kolin's appointment is subject to the approval and execution of an Employment Agreement.
- That Employment Agreement is now presented for Council approval.
- Mr. Kolin is a CalPERS retired annuitant and the Employment Agreement is therefore governed by CalPERS regulations.

Terms of Employment Agreement

- Mr. Kolin has agreed to the terms and conditions set forth in the proposed At-Will Employment Agreement.
- The term of the agreement will commence on June 29, 2021 and continue to January 31, 2022, unless terminated earlier pursuant to the terms of the contract.
- The agreement incorporates and respects CalPERS requirements.

Terms of Employment Agreement

CalPERS requirements include:

- An open recruitment must be underway to permanently fill the City Manager position.
- The interim position must be of limited duration, with the term of the contract to run concurrent with the period of the recruitment.
- Mr. Kolin can be appointed only once to the interim position.

Terms of Employment Agreement

- Mr. Kolin's work for CalPERS public agencies must be limited to no more than 960 cumulative hours in a fiscal year, except as otherwise provided by Executive Order N-25-20 issued by Governor Newsom, dated March 18, 2020.
- Compensation must be within the existing hourly rate of the City Manager position.
- No other benefit, incentive, compensation in lieu of benefit, or other form of compensation can be paid.

Terms of Employment Agreement

- The base salary for the current City Manager is equivalent to an hourly rate of \$117.95.
- The hourly rate for Jeffrey Kolin's service will be \$117.95.
- Mr. Kolin will not receive any other benefit, incentive, or other compensation.

Recommendation

It is recommended that the Council: 1) by motion, find good cause, under the Early Agenda Policy and the Open Government Ordinance, to consider this item, notwithstanding that the item did not appear on the preliminary agenda; and 2) by resolution, approve an At Will Employment Agreement with Jeffrey Kolin to serve as Interim City Manager beginning June 29, 2021.

Questions?