

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: AMY REEVE, DIRECTOR OF HUMAN RESOURCES  
HUMAN RESOURCES DEPARTMENT  
SUBJECT: RESOLUTION AND URGENCY ORDINANCE APPOINTMENT OF  
INTERIM CITY MANAGER AND ESTABLISHMENT OF  
COMPENSATION

AGENDA ACTION: MOTION, RESOLUTION AND URGENCY ORDINANCE

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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; 2) by resolution, appoint Jeffrey Kolin to the position of Interim City Manager; and 3) adopt an urgency ordinance establishing the compensation of the Interim City Manager at the amount of \$117.95 per hour. Under the City Charter, five affirmative votes are necessary to adopt an urgency ordinance.

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EXECUTIVE SUMMARY

City Manager Sean McGlynn has announced his resignation. 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 City Council seeks to appoint an Interim City Manager to serve in the position until a new permanent City Manager is found.

BACKGROUND

At the end of March, City Manager Sean McGlynn announced his resignation from the City of Santa Rosa. He is leaving Santa Rosa to become the City Manager for the City of Escondido.

The City Council seeks to appoint an Interim City Manager to serve while the City conducts an open recruitment for the permanent City Manager position. The City Council seeks to appoint the Interim City Manager as soon as possible so as to ensure a smooth transition and uninterrupted City operations.

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**A. Early Agenda Policy**

As a preliminary step, prior to consideration of this agenda item, the Council must address compliance with the Council's Early Agenda Policy and with Section 1-10.030(G) of the City Code.

The appointment of an Interim City Manager did not appear on the City's preliminary agenda for the May 18, 2021 Council Meeting. Pursuant to the Council's Early Agenda Policy and the Council's direction for early implementation of section 1-10.030(G) of the City Code, an urgent item of business that does not appear on the preliminary agenda may nevertheless be placed on a final agenda, and discussed and acted on by Council, but only if there is a showing of good cause and only with the concurrence of six Council Members. Pursuant to the Early Agenda Policy and section 1-10.030(G), a showing of good cause requires a finding by Council that as a result of exceptional circumstances beyond the control of Council, compliance with the preliminary agenda requirement would "impose a substantial burden on the City's ability to conduct its business or result in prejudice to a private person."

Staff recommends that Council find (a) that the resignation of City Manager McGlynn and the time needed for the solicitation for the Interim City Manager are exceptional circumstances beyond the control of the Council, and (b) that any potential resulting vacancy in the City Manager position would impose a substantial burden on the City's ability to conduct its business.

**B. Recruitment Process / Appointment of Interim**

The City Manager is hired by and serves at the pleasure of the elected City Council. The City Council is the policy body and the City Manager is the implementer of that direction. In a private sector model, the City Council is the Board of Directors and the City Manager is the Chief Executive Officer. The City Manager manages the organization on a daily basis, hires staff, oversees the budget, and drives forward the City Council's projects and initiatives. The City Manager position is critical for the continued operations of the City.

The recruitment and hiring process for a new City Manager, however, can take up to six months from the time it is initiated. Based on this timing, there is a need for the City Council to hire an Interim City Manager.

The appointment of an Interim City Manager is important to ensure the organization has the leadership it needs during the recruitment for a new, permanent City Manager, and a competent Interim City Manager can give the City Council the time it needs to conduct a thorough recruitment. With the on-going COVID-19 pandemic, the recent declaration of drought, and the recent declaration of fire season, the Interim City Manager will need to continue to manage the City's response to (1) the ongoing public health emergency, (2) the resulting economic impacts to the City's budget and the local business community and economy, (3) the conditions of drought, (4) wildfire risks, (5) ongoing

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City projects and initiatives, and (4) any emergencies that may arise.

Section 36 of the Santa Rosa City Charter provides that the City Manager's salary must be set by Ordinance. To enable a prompt starting date, staff recommends that the Council consider adoption of an urgency ordinance, to take effect immediately. The Council has authority to adopt an urgency ordinance by a five-seventh vote pursuant to Section 8 of the Santa Rosa City Charter and Government Code section 36937(b) if necessary to preserve the public peace, health or safety, provided that such ordinance contains the reasons for its urgency.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

As legally allowed under the Brown Act and appropriate as a personnel matter, the City Council held discussions and interviews for the Interim City Manager position in Closed Session over the past several weeks. The City was fortunate to have a number of highly qualified applicants.

The City Council is pleased to bring forward Jeffrey Kolin for formal consideration as the Interim City Manager. Mr. Kolin brings 41 years of local government leadership, experience and expertise to his role as the Interim City Manager. Mr. Kolin began his career in Southern California, eventually moving to the Bay Area, where he served as the City Manager of the City of Pittsburg for three years. In 2000, he became the City Manager of the City of Santa Rosa and served here for nine years. During this time, Santa Rosa was recognized as one of the 30 most livable cities in the United States in recognition of the City's commitment to affordable housing, historical preservation, environmental preservation, and downtown and pedestrian improvements. In addition, Santa Rosa was also designated as a 2007 All America City for its citizen-based approaches to meeting community challenges.

Mr. Kolin was recruited by the City of Beverly Hills to serve as its City Manager from 2010 through 2015 from where he subsequently retired and moved back to Santa Rosa. Since 2015, Mr. Kolin has been providing consulting services to local governments including executive coaching and training. Mr. Kolin has a B.A. and M.A. degree in Sociology from California State University Long Beach and he is also an ICMA (International City/County Management Association) Credentialed Manager.

If his appointment is approved, Mr. Kolin will serve until a permanent City Manager is hired by the City Council. His start date is to be determined. He will be paid at the hourly rate of \$117.95 per hour. No other benefit, incentive, compensation in lieu of benefit, or other form of compensation will be paid.

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Since Mr. Kolin is a CalPERS retiree, the City Council is required to approve a formal PERS resolution for his appointment and to ensure compliance with all applicable regulations. Pursuant to state law, the appointment will be subject to the following requirements and limitations:

- An open recruitment must be underway to permanently fill the City Manager position
- The interim position must be limited to the period of the recruitment
- Mr. Kolin can be appointed only once to the interim position
- Mr. Kolin's work for CalPERS public agencies must be limited to no more than 960 hours in a fiscal year
- 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

FISCAL IMPACT

The total cost of this resolution and ordinance for Fiscal Years 20-21 and 21-22 will be no more than \$113,232. The salary for the Interim City Manager will be paid for with salary savings created by the vacancy of the City Manager in FY 20-21 and FY 21-22.

ENVIRONMENTAL IMPACT

The proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution
- Ordinance

CONTACT

Amy Reeve, Director of Human Resources, [Areeve@srcity.org](mailto:Areeve@srcity.org), 707-543-3070.