



MEMORANDUM

Date: February 13, 2018
To: Mayor Coursey and Members of the Council
Subject: One-time Allocation of Administrative Leave

In the early hours of October 9, 2017, several wildfires, fueled by strong winds, moved into the City of Santa Rosa, and quickly engulfed portions of the City. The City Manager, in his capacity as Director of Emergency Services, issued a Proclamation of Existence of a Local Emergency, pursuant to City Code Section 2-24-050(A)(1).

On October 24, 2017, the City Council adopted Resolution 2017-215, amending the City's Compensation and Salary Plan, effective October 9, 2017, to allow payment of straight-time overtime to exempt employees for hours worked beyond 40 hours in a workweek during the State of Emergency. The compensation of the City Manager and the City Attorney was not affected by Resolution 2017-215, and neither the City Manager nor the City Attorney has received any additional compensation for the extraordinary hours they each worked for the City of Santa Rosa as a result of the fire emergency. The City Manager and the City Attorney worked exceptionally long hours for sustained periods of time, often without days off and far exceeding 40 hours per workweek, to coordinate and manage the City of Santa Rosa's critical disaster response efforts during the fire emergency and disaster activation.

The City Council desires, by resolution, to authorize a one-time allocation of eighty (80) hours of additional administrative leave, to be used no later than December 31, 2020, to the City Manager and the City Attorney in recognition of their extraordinary service to the City of Santa Rosa during the fire emergency.