

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA ROSA APPROVING APPOINTMENT OF JEFF KOLIN AS AN EXTRA HELP TEMPORARY EMPLOYEE INTO THE POSITION OF ACTING CITY MANAGER FOR A LIMITED DURATION FROM MAY 29, 2021 TO JUNE 28, 2021, AND APPROVING AMENDMENT TO THE CITY'S SALARY PLAN AND SCHEDULE TO ADD TEMPORARY CLASSIFICATION OF EXTRA-HELP CITY MANAGER

WHEREAS, Santa Rosa City Manager Sean McGlynn will be absent from the City jurisdiction from May 29, 2021 to June 28, 2021; and

WHEREAS, the City seeks to appoint a person who has specialized skills to serve as Acting City Manager during Mr. McGlynn's absence; and

WHEREAS, due to pending workloads, existing staff resources are insufficient to provide Acting City Manager services for the period from May 29, 2021 to June 28, 2021; and

WHEREAS, Jeffrey Kolin is a CalPERS retired annuitant; and

WHEREAS, the position of Acting City Manager requires specialized skills, including but not limited to advanced management, budgeting, and negotiating and Jeffrey Kolin has those skills; and

WHEREAS, the City desires to employ Jeffrey Kolin as an Extra-Help Temporary Employee in the position of Acting City Manager of the City of Santa Rosa, on a temporary and at-will basis pursuant to California Government Code Section 21224; and

WHEREAS, this appointment is being made in part to ensure adequate staffing to expedite emergency response and recovery efforts relative to the COVID-19 pandemic and is made pursuant to Executive Order N-25-20 issued by Governor Newsom dated March 18, 2020 relating to suspending retired annuitant work hour limitations during the COVID-19 pandemic; and

WHEREAS, Jeffrey Kolin desires to serve as an Extra-Help Temporary Employee in the position of Acting City Manager of the City of Santa Rosa for the period from May 29, 2021 through June 28, 2021; and

WHEREAS, the Council and Jeffrey Kolin desire to agree in writing to the terms and conditions of his employment as an Extra-Help Temporary Employee in the position of Acting City Manager, which will be memorialized in an Employment Agreement, the form of which is subject to approval by the City Attorney; and

WHEREAS, it is recommended that Jeff Kolin be hired as an Extra Help Temporary Employee as Acting City Manager for the limited duration of May 31, 2021 through June 28, 2021, to ensure continuity of City Manager services during Mr. McGlynn's absence; and

WHEREAS, the maximum base salary for the City Manager position is currently equivalent to \$117.95; and

WHEREAS, the hourly rate of pay for Jeffrey Kolin’s service is recommended to be \$117.95; and

WHEREAS, Jeffrey Kolin has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

WHEREAS, the Personnel Officer, on behalf of the City Manager, insures the orderly and consistent administration of the City Council’s adopted Salary Plan and Schedule; and

WHEREAS, the Personnel Officer recommends the temporary classification of Extra-Help City Manager with an hourly salary of \$117.95 be added to the City’s Salary Plan and Schedule.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Santa Rosa that Jeffrey Kolin be appointed as an Extra Help Temporary Employee as Acting City Manager for the limited period of May 31, 2021 through June 28, 2021, subject to execution of an Employment Agreement in substantially the same form as Exhibit A to the resolution, subject to approval as to form by the City Attorney.

BE IT FURTHER RESOLVED that the Council of the City of Santa Rosa amends the City’s Salary Plan and Schedule to add the temporary classification of Extra-Help City Manager with an hourly salary of \$117.95.

BE IT FURTHER RESOLVED that the Council authorizes the City Manager to implement this amendment consistent with the orderly and continual administration of the City’s Salary Plan and Schedule.

IN COUNCIL DULY PASSED this 25th day of May, 2021.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:  
ATTEST:

ATTEST: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
City Clerk Mayor

APPROVED AS TO FORM: \_\_\_\_\_  
City Attorney

Exhibit A – Employment Agreement (Extra Help Temporary Employee as Acting City Manager)