



STAFF REPORT

February 12, 2024

TO: Honorable Mayor and City Councilmembers

FROM: William Pattison, Acting City Manager

SUBJECT: Adopt Resolution No. 2025-06 Appointing Kaye Reynolds as Interim Finance Director Pursuant to Government Code sections 7522.56 and 21221(h)

RECOMMENDED ACTION:

Staff recommends that the City Council adopt Resolution No. 2025-06, A Resolution of the City Council of the City of Coachella, California Appointing Kaye Reynolds as Interim Finance Director.

BACKGROUND:

The City's Finance Director position is currently vacant. The City has commenced the recruitment process for a new Finance Director, but it is necessary to appoint a Finance Director on an interim basis to serve pending the completion of the recruitment process.

Staff is recommending hiring Ms. Reynolds for a single limited term appointment to perform duties of the Finance Director position while recruitment for a regular Finance Director is underway. Given the need for continuity and a highly trained professional to lead the City's Finance Department, and Ms. Reynolds's prior work experience with the City, staff recommends hiring Ms. Reynolds commencing on February 13, 2025, and ending on the date immediately preceding the date on which the regular appointee to the vacant position of Finance Director commences his/her employment or, if earlier, the date that this appointment is terminated by the City or Ms. Reynolds. As a CalPERS retired annuitant, Ms. Reynolds's hours working for the City, and any other CalPERS employer, cannot exceed 960-hours in the fiscal period from July 1 through June 30.

Since the proposed appointment of Ms. Reynolds is to a vacancy, Government Code Section 21221(h) requires that the appointment be made by the City Council.

FISCAL IMPACTS

Ms. Reynolds will be paid an hourly rate of \$106.01 per hour, which is no less than the minimum nor more than the maximum hourly rate paid to a person serving in the Finance

Director position. She will not be entitled to any additional compensation, overtime, benefits, paid leave or paid holidays.

DISCUSSION/ANALYSIS

Government Code Section 21221(h) permits the City Council to appoint a CalPERS retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours, inclusive of hours worked for other CalPERS employers during same period, in a fiscal year. Ms. Reynolds has 20 years of finance experience, including 8 years of experience in city management as the former City Controller for Coachella and Assistant Finance Director for the City of Apple Valley. Thus, Ms. Reynolds has the specialized skills necessary to perform the duties of Finance Director on an interim basis while the City conducts recruitment for a regular appointment to the Finance Director position. Staff has worked with the City Attorney to ensure that applicable requirements for an appointment pursuant to Section 21221(h) have been met. Included in the Council's agenda packet is the resolution to appoint Ms. Reynolds as interim Finance Director pursuant to Government Code Section 21221(h)

ALTERNATIVES

Council may choose to reject Staff's recommendation. This would temporarily leave the City without leadership in the Finance Department.

CONCLUSIONS AND RECOMMENDATIONS

Based on the facts noted in this staff report and the documentation attached hereto, City staff recommends adoption of Resolution No. 2025-06 to appoint Kaye Reynolds as interim Finance Director.

ATTACHMENT

Resolution No. 2025-06, A Resolution of the City Council of the City of Coachella, California Appointing Kaye Reynolds as Interim Finance Director