



City Council Agenda Report

Meeting Date: April 9, 2024

Initiated By: Staff

Prepared By: Scott Gerdes, Human Resources Manager

Approved By: Irene Barragan, Human Resources Director

Subject: Adopt a Resolution appointing a CalPERS Retiree as Interim Finance Director to comply with Government Code Section 21221(h)

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Adopt a Resolution approving the appointment of Sarina Revillar, a CalPERS Retiree, as Interim Finance Director to comply with Government Code Section 21221(h)

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION

Does the Council wish to adopt a Resolution appointing a CalPERS retiree to the vacant Finance Director position during the recruitment for a permanent appointment since an ongoing vacancy would have a negative impact on public services?

FISCAL IMPACT

The Interim Finance Director will be paid at an hourly rate of \$110.00. This appointment will not cause an increase to the current fiscal year budget, as the General Fund will absorb these costs through vacancy savings.

ENVIRONMENTAL REVIEW

This action does not qualify as a "Project" as defined in California Government Code Section 15378(b) of the Guidelines for California Environmental Quality Act (CEQA).

PREVIOUS COUNCIL CONSIDERATION

None

DISCUSSION/ANALYSIS

In March of 2024, the current Finance Director notified the City Manager of their resignation from the position. Due to the critical responsibilities this position holds within the organization and the upcoming time sensitive deadline of preparing the next two-year budget for Fiscal Years 2024/25 & 2025/26, staff reached out to Sarina Revillar; a former City of Los Altos employee that retired following her role as Administrative Services Director from the Town of Los Altos Hills. Sarina Revillar served several positions within the City of Los Altos Finance Department for over 17 years between 2002 to 2019 and has extensive background knowledge of the city's finances, operations, and systems.

While the City Manager holds appointing authority for positions within the City of Los Altos, CalPERS requires contracting agencies governing bodies to adopt a resolution authorizing the appointment to comply with Government Code section 21221(h) of the Public Employees' Retirement Law.

To keep the city on track for completing the next two-year budget with Council Approval prior to July 1, 2024, staff recommend adopting a resolution appointing Sarina Revillar as Interim Finance Director to comply with Government Code Section 21221(h).

ATTACHMENTS

1. Resolution
2. Sarina Revillar's Appointment Letter