

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: The Honorable City Council

FROM: Steven Kueny, City Manager *SK*

DATE: December 5, 2008 (CC Meeting of 12/17/08)

SUBJECT: Consider Granting Additional Administrative Leave

SUMMARY

The city's former Finance Director resigned effective May 16, 2008. The city retained the services of an interim Finance Director from May 12 to November 13, 2008. This person worked about 28 to 30 hours per week providing general oversight, direction and working on specific projects typically performed by a Director. This limited role required additional work effort by the Finance/Accounting Manager Irmina Lumbad and Assistant City Manager Hugh R. Riley.

The Assistant City Manager served as Treasurer to oversee investments, cash management, and additional managerial oversight of the department. The Finance/Accounting Manager assumed additional management responsibilities and accounting oversight.

BACKGROUND / DISCUSSION

In the past, the City Council has recognized the extra efforts of city staff in similar situations by awarding additional administrative leave above what the City Manager is authorized to approve. It is recommended that both employees be awarded 24 hours of additional administrative leave to be used by June 30, 2009. The employees would also be granted the option of taking an equivalent amount of cash. This award of additional administrative leave is well deserved by both individuals. Despite the vacancy in the Finance Director position, their leadership enabled the department to complete the 08/09 FY budget process and 07/08 FY audited financial reporting consistent with the city's usual high standards.

FISCAL IMPACT

The potential cost would be funded by salary savings as a result of the vacancy in the Finance Director's position.

STAFF RECOMMENDATION

Approve additional administrative leave for the Finance/Accounting Manager and the Assistant City Manager as specified in this report.

SK:db

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