

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: The Honorable City Council

FROM: Steven Kueny, City Manager 

DATE: March 9, 2006 (CC Meeting of March 15, 2006)

SUBJECT: Consider Approval of Additional Administrative Leave for Director of Administrative Services and Director of Community Development

DISCUSSION:

The city has historically recognized the extra time, work and additional responsibilities required of certain management overtime exempt positions due to position vacancies and other reasons by approving additional administrative leave to partially compensate for such efforts. Such is the case with the Director of Administrative Services (in her role as City Clerk) in regards to the recently concluded Special Election. As you know, much work went into this stand alone election, which the city conducted without the contract assistance of the County of Ventura. The Director of Administrative Services had to maintain her regular duties while managing this very time-consuming event. This resulted in many extra hours over several months. It is recommended that eighty (80) hours of Administrative Leave be awarded to Deborah S. Traffenstedt, Director of Administrative Services.

In July 2005, the city's in-house City Engineer position became vacant with only two weeks' notice. The position was not filled until mid November 2005. During this time, the Director of Community Development was responsible for overseeing the contract engineering services related to development projects. It is recommended that forty (40) hours of Administrative Leave be granted to Barry Hogan, Director of Community Development.

In both cases, the individuals would have the option of cashing out all or a portion of this additional Administrative Leave instead of taking time off. No additional appropriation of funds is needed if this option is selected.

STAFF RECOMMENDATION:

Approve additional Administrative Leave for the Director of Administrative Services and Director of Community Development as described in this report.