ITEM 10.H

MOORPARK CITY COUNCIL
AGENDA REPORT

TO: **The Honorable City Council**

FROM: **Steven Kueny, City Manager**

DATE: **November 23, 2009 (CC Meeting of 12/16/09)**

SUBJECT: **Consider Approval of Additional Administrative Leave**

This item was originally agendized for the regular City Council meeting of December 2, 2009, which was adjourned to December 16, 2009.

BACKGROUND AND DISCUSSION

The City's Parks, Recreation, and Community Services Director resigned effective June 19, 2009, and the former Parks and Landscape Manager resigned effective June 12, 2009. In addition, for budgetary reasons, the City had left one of two Landscape/Parks Maintenance Superintendent positions vacant for nearly two years. The Director position was filled effective October 19, 2009, by the hiring of a Parks and Recreation Director, and the Manager position will be under-filled at the Superintendent level, with the selected candidate scheduled to start work on December 7, 2009.

As a result of the multiple vacancies, the Director's duties were essentially split between the Assistant City Manager (Parks and Landscape, Facilities, Solid Waste, Library, and Animal/Vector Control) and the Administrative Services Director (Recreation and Active Adult Center), including assigned staff. The City Manager also assisted with this reassignment. The current Landscape/Parks Maintenance Superintendent and Recreation Supervisor were also assigned some additional responsibilities as a result of these vacancies.

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 the affected employees be awarded additional administrative leave to be used by June 30, 2010, as listed below.

Assistant City Manager	24 hours
Administrative Services Director	24 hours
City Manager	16 hours
Landscape/Parks Maint. Superintendent	8 hours
Recreation Supervisor	8 hours

The employees would also be granted the option of taking equivalent cash payment. Despite the vacancy in the Director and Manager positions, the leadership and extra work effort enabled the department to complete the assigned work and projects including Mammoth Highlands Park, Poindexter Park expansion, Pardee landscape maintenance district transition, ball wall project, basketball court lighting, final budget work and successful summer recreation programs, consistent with the City's usual high standards.

FISCAL IMPACT

No additional appropriation of funds is needed. The additional leave would be funded from salary savings.

STAFF RECOMMENDATION:

Approve additional Administrative Leave for those positions as specified in the agenda report.