



## Staff Reports

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**File #:** 1694-2018, **Version:** 1

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**To:** Honorable Mayor and Members of City Council

**From:** Steve Potter, City Manager

**Prepared By:** Desiree Brun, Deputy City Manager

**TITLE:**

Temporary Extension of Overfilled Community Development Director Position

**RECOMMENDED ACTION:**

Adopt a resolution authorizing the City Manager to temporarily extend the term of an overfilled Community Development Director position during transitional services for complex projects, to allow former Community Development Director Rick Tooker to provide on-call advisory services to the City Manager, in return for limited compensation in the form of health and dental benefits.

**DISCUSSION:**

In September 2018, former Community Development Director Rick Tooker submitted his letter of resignation, with his last physical day in the office on October 26, 2018, and paid leave benefits available through approximately February 8, 2019. Consistent with Resolution R2017-092, the City Manager is authorized to “overfill” City staffing positions for up to 180 days with a newly hired employee, in anticipation of the resignation of an incumbent employee. Accordingly, effective January 12, 2019, the City Manager hired Vin Smith as the City’s current Community Development Director.

Given the magnitude of various complex projects in the community, for which Mr. Tooker has important and helpful background information, it is recommended that Council authorize Mr. Tooker to provide transitional advisory services to the City Manager for an extended term (beyond the 180 days under R2017-092) under the terms summarized in the attached resolution. Essentially, Mr. Tooker will provide on-call advisory services to the City Manager on a part-time basis, estimated to be approximately 10 hours per week, through October 6, 2019, in return for the City’s payment of Mr. Tooker’s premiums for health and dental benefits at the family premium rate, which is currently \$1,821.65 per month for Kaiser and \$137.43 per month for Delta Dental. The value of this limited compensation equates to an hourly rate of \$51.43. Mr. Tooker will not earn any other compensation (such as salary, leave accruals, life insurance, alternative retirement benefits, or CalPERS service time) during this time period.

**FINANCIAL IMPACTS:**

The cost of funding the volunteer services agreement is approximately \$18,000, which accounts for a moderate premium rate increase. Funding is available in the FY 2018-2019 Community Development Department General Fund Budget.

**CEQA:**

The City Manager has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

ATCH 1: Resolution authorizing limited compensation for Rick Tooker to serve in an advisory role to the City Manager and Community Development Director in transitioning long-term complex projects.

**NOTIFICATION:**

None