



Agenda Date: 2/7/2006
Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Karla Jensen for Mark Gregersen - Director
Human Resources
REPORT BY: Karla Jensen, Human Resources Analyst II , (707) 253-4489
SUBJECT: Reimbursement for Moving Expenses for Chief Building Official

RECOMMENDATION

Human Resources Director requests approval to reimburse moving and relocation expenses for Mr. Darrell Mayes, Napa County's newly recruited Chief Building Official in an amount not to exceed \$5,000.

EXECUTIVE SUMMARY

After a failed recruitment the County contracted with Avery Associates for the identification and recruitment of candidates for the Chief Building Official position. As the manager of a division with substantial customer service responsibilities, this is a highly visible position requiring an appropriate mix of education, experience, skills, and personal character.

Following the recruitment process that lasted a number of months, the Director of Conservation, Development and Planning offered the position to Mr. Darrell Mayes, who is returning to California after working as the Chief Building Official of Caldwell, Idaho for 11 years.

The Human Resources Director, in consultation with the Director of Conservation, Development and Planning, requests that the Board of Supervisors approve reimbursement of moving and relocation expenses up to \$5,000 for Mr. Mayes. The County Executive Officer concurs with this request.

FISCAL IMPACT

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| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | Yes |
| Where is it budgeted? | Building Inspection. The reimbursement of these moving and relocations expenses, up to a maximum reimbursement of \$5,000, will be allocated from |

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| | salary savings the Department has realized due to this position being vacant. |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | Reimbursement of moving expenses is often required when recruiting seasoned professionals from outside the region. |
| Is the general fund affected? | No |
| Future fiscal impact: | None. |
| Consequences if not approved: | The County may be required to pursue other, potentially less desirable candidates for the job. |
| Additional Information: | None |

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Napa County Human Resources conducted the first recruitment effort for the Chief Building Official vacancy in May of 2005. This recruitment was not successful because it failed to produce any viable candidates.

Because of the failed recruitment, it was decided in August of 2005 that the next recruitment should be conducted by a professional executive search firm. Avery Associates was selected to conduct this recruitment. Their efforts yielded five applicants with the experience, knowledge and skills the County was seeking in the successful applicant for this critical, highly visible "at will" position.

The Director of Conservation, Development and Planning offered the position to Mr. Darrell Mayes, who currently resides in Caldwell, Idaho. Mr. Mayes is a seasoned professional who brings substantial experience and skills to the County. Mr. Mayes has requested reimbursement of some of his moving and relocation expenses. Reimbursement of moving expenses is customary for a position at this managerial level among California public sector jurisdictions.

In the past, the Board has authorized reimbursement of moving expenses for other critical management positions. Therefore, it is requested that the Board authorize reimbursement of moving costs associated with the packing, moving and storing of normal household goods and one way travel expenses of gas, food and lodging for Mr. Mayes and his family, up to a maximum of \$5,000.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey