



## Staff Reports

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**File #:** 1247-2017, **Version:** 1

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

**From:** Mike Parness, City Manager

**Prepared By:** Darlene Colaso, Human Resources Director

**TITLE:**

Relocation Assistance for the Incoming Assistant City Manager, Development Services.

**RECOMMENDED ACTION:**

Adopt a Resolution approving relocation assistance for the incoming Assistant City Manager, Development Services.

**DISCUSSION:**

The City has retained Teri Black and Company to conduct a Nationwide search for an Assistant City Manager, Development Services. The results of the search yielded a small applicant pool and the selection of a highly-qualified candidate. In order to ensure competitiveness in the market and job offer acceptance, the City Manager's Office requests relocation assistance, including transitional housing assistance up to \$15,000 to be allocated before June 30, 2018; and that the Assistant City Manager receive a one-time allocation of 80 hours of vacation leave available as a cash-out option upon hire. Standard vacation accrual will be allocated as specified in the Executive Management contract. Additionally, it is requested that the Assistant City Manager receive the total 120 hours of Management Leave upon hire, rather than a proration based on hire date.

**FINANCIAL IMPACTS:**

No additional funding is required beyond that already allocated and approved in the City budget.

**CEQA:**

The Human Resources Director 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

**NOTIFICATION:**

Department Directors