



## Local Agency Formation Commission of Napa County

Subdivision of the State of California

*We Manage Government Boundaries, Evaluate Municipal Services, and Protect Agriculture*

Brian J. Kelly, Chairman ■ Joan Bennett, Vice Chairman ■ Brad Wagenknecht ■ Bill Dodd ■ Gregory Pitts  
Juliana Inman, Alternate ■ Mark Luce, Alternate ■ Gregory Rodeno, Alternate

### Administrative Office

1030 Seminary Street, B  
Napa, California 94559  
Telephone: 707-259-8645  
[www.napa.lafco.ca.gov](http://www.napa.lafco.ca.gov)

---

### SPECIAL MEETING AGENDA

Tuesday, February 25, 2014

County of Napa Administration Building

1195 Third Street, County Counsel Conference Room, Suite 301, 3<sup>rd</sup> Floor  
Napa, California 94559

**1. CALL TO ORDER BY CHAIR; ROLL CALL: 8:45 A.M.**

**2. PUBLIC COMMENTS**

In this time period anyone may comment to the Commission regarding any subject over which the agency has jurisdiction. No comments will be allowed involving any subject matter scheduled for hearing, action, or discussion as part of the current agenda other than to request discussion on a specific consent item. Individuals will be limited to three minutes. No action will be taken by the Commission as a result of any item presented at this time.

**3. COMMISSION ACTION ITEMS**

**a) Appointment of Executive Officer**

The Commission will consider the appointment of a full-time Executive Officer, effective March 25, 2014, at the starting salary of \$114,275. The Commission will further consider the approval of reimbursement for relocation expenses in an amount not to exceed \$10,000 in accordance with applicable personnel policy and authorize a budget amendment to increase appropriations from the available reserve fund balance to cover these expenses (\$5,000 to Account 51100 – Salaries and Wages and \$5,000 to Account 53600 – Special Departmental Expense).

**4. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING: April 7, 2014**

---

Materials relating to an item on this agenda that have been submitted to the Commission after distribution of the agenda packet are available for public inspection at the LAFCO office during normal business hours. Commissioners are disqualified from voting on any proposals involving entitlements of use if they have received campaign contributions from an interested party. The law prohibits a Commissioner from voting on any entitlement when he/she has received a campaign contribution(s) of more than \$250 within 12 months of the decision, or during the proceedings for the decision, from any interested party involved in the entitlement. An interested party includes an applicant and any person with a financial interest actively supporting or opposing a proposal. All questions should be directed to Commission Counsel Jacqueline M. Gong at [jgong@napa.lafco.ca.gov](mailto:jgong@napa.lafco.ca.gov) or 707-259-8249.

---



**Local Agency Formation Commission of Napa County**  
Subdivision of the State of California

1030 Seminary Street, Suite B  
Napa, California 94559  
Phone: (707) 259-8645  
Fax: (707) 251-1053  
www.napa.lafco.ca.gov

---

*We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture*

---

**February 25, 2014**  
**Agenda Item No. 3a (Action)**

February 23, 2014

**TO:** Local Agency Formation Commission

**FROM:** Jacqueline M. Gong, Commission Counsel

**SUBJECT:** **Appointment of Executive Officer**

The Commission will consider the full-time appointment of an Executive Officer and the approval of relocation expenses in an amount not to exceed \$10,000. To cover these expenses the Commission will further consider the approval of a budget amendment to increase appropriations to specified budget accounts.

---

After extensive recruitment efforts, the Commission Chair is pleased to recommend the formal appointment of Ms. Laura Snideman to serve as LAFCO's Executive Officer, effective March 25, 2014, at the annual salary of \$114,275. Subject to Commission approval, Ms. Snideman is eligible for relocation and temporary living expenses. Under the applicable policy (see attached Policy 37Z), the maximum expense allowance is \$10,000, of which a maximum of \$5,000 may be allocated for temporary living expenses. In order to cover these expenses, the Commission must approve a budget amendment to transfer \$10,000 from its reserve fund and increase appropriations to two budget accounts: (\$5,000 to Account 51100 – Salaries and Wages and \$5,000 to Account 53600 – Special Departmental Expense).

The Commission is requested to consider approval of the following actions:

- 1) Appointment of Laura Snideman to serve as the LAFCO Executive Officer, effective March 25, 2014, at the annual salary of \$114,275; and
- 2) Approval of relocation and temporary living expenses in an amount not to exceed \$10,000 to be provided in accordance with Policy 37Z; and
- 3) Approval of a fiscal year 2013-14 budget amendment to transfer \$10,000 from the reserve fund and increase appropriations to two budget accounts: \$5,000 to Account 51100 – Salaries and Wages and \$5,000 to Account 53600 – Special Departmental Expense for the purpose of covering relocation and temporary living expenses as authorized by the Chair.

Respectfully submitted,

Jacqueline M. Gong (by E-Signature)

Jacqueline M. Gong  
Commission Counsel

Attachment: Policy 37Z – Reimbursement of Relocation and Temporary Living Expenses

---

Joan Bennett, Vice Chair  
Councilmember, City of American Canyon

Greg Pitts, Commissioner  
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner  
Councilmember, City of Napa

Brad Wagenknecht, Commissioner  
County of Napa Supervisor, 1st District

Bill Dodd, Commissioner  
County of Napa Supervisor, 4th District

Mark Luce, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Brian J. Kelly, Chair  
Representative of the General Public

Gregory Rodeno, Alternate Commissioner  
Representative of the General Public

Peter Banning  
Acting Executive Officer

---

**PART I: SECTION 37Z**

---

Adopted: October 23, 2007; Resolution 07-145

**COUNTY OF NAPA  
REIMBURSEMENT OF RELOCATION AND TEMPORARY LIVING EXPENSES****I. STATEMENT OF POLICY**

The reimbursement of relocation and temporary living expenses, as described in this policy, allows the County of Napa to recruit the most qualified candidates for department head, assistant department head, major division head, or any difficult-to-fill position as determined by the Human Resources Director or his/her designee.

**Purpose of Policy:**

This policy states the official guidelines for the reimbursement of pre-approved relocation and temporary living expenses for new hires. This Policy covers requirements and procedures for reimbursement of intrastate and interstate relocation and temporary living expenses. The County Executive Officer must approve any exceptions to this policy.

Except as otherwise provided by contract, ordinance or statute, the policies and procedures specified herein shall supersede any and all relocation and temporary living expenses reimbursement policies and procedures previously adopted and shall be deemed to govern in the case of any apparent conflict with similar policies and procedures.

**II. DEFINITIONS**

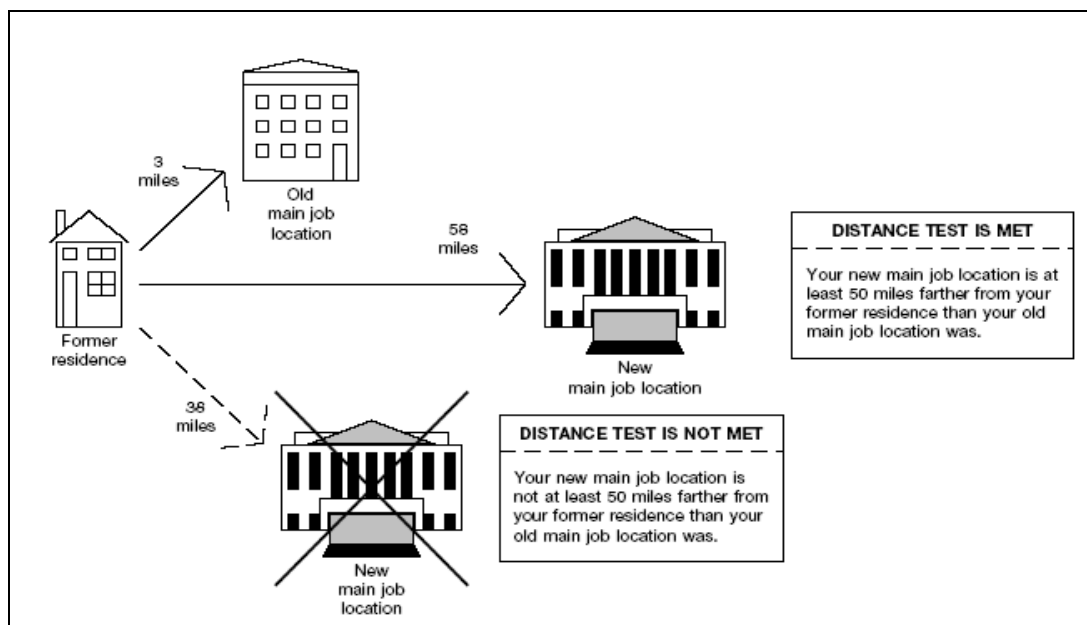
- A. **Difficult-to-fill Position**  
“Difficult-to-fill position” shall mean a position for which factors such as labor market conditions, specialized qualifications and/or salary result in a candidate pool of insufficient quality and/or quantity to meet the County’s staffing needs as determined by the Human Resources Director or his/her designee.
- B. **Home**  
“Home” shall mean a house, apartment, condominium, houseboat, mobile home or similar dwelling.
- C. **Household Goods**  
“Household goods” shall mean personal effects and items used or to be used in the employee’s residence necessary for the maintenance of a household.
- D. **Intrastate Relocation**  
“Intrastate relocation” shall mean a move from one location to another location within the state of California.

- E. Interstate Relocation  
“Interstate relocation” shall mean a move from one location outside of the state of California to a location within the state of California.
- F. New Hire  
“New hire” refers to an individual who has been offered, and has accepted, a department head, assistant department head, major division head, or difficult-to-fill position with the County of Napa.
- G. Pre-approval  
“Pre-approval” shall mean the requesting Department has received authorization from the County Executive Officer, or his/her designee, to offer reimbursement of relocation and temporary living expenses as described in this policy to a new hire filling a department head, assistant department head, major division head, or difficult-to-fill position.
- H. Residence  
“Residence” shall mean primary place of dwelling.
- I. Temporary Living Expenses  
“Temporary Living Expenses” shall mean rental expense for a house, apartment, condominium, hotel, motel, houseboat, mobile home or similar dwelling temporarily occupied by the new hire until residency is established, not to exceed six months from date of hire.

### **III. ELIGIBILITY**

- A. Reimbursement of relocation and temporary living expenses shall only be made for new hires in department head, assistant department head, major division head, or difficult-to-fill positions.
- B. Reimbursement of relocation and temporary living expenses requires pre-approval by the County Executive Officer who will authorize reimbursement requests on a case-by-case basis. Factors taken into consideration when authorizing reimbursement requests include, but are not limited to, recruitment difficulties, the distance that the new hire must move to allow for a reasonable commute to the new work location, the necessity of the relocation for County operations, and the overall benefits of the relocation to the County.
- C. Not all reimbursement of relocation expenses is non-taxable under IRS moving expense guidelines. In order for the reimbursement of relocation expenses to be non-taxable, the new hire’s move must meet the IRS distance and time tests as follows:
  - 1. The Distance test is met if the distance from the former residence to the new work location is at least 50 miles greater than the distance from the former residence to the previous work location. (Please see illustration of distance test at the top of next page.

Illustration of Distance Test



2. Time test is met if the new hire works a minimum of 39 weeks during his/her first year of employment.

D. Reimbursements of preauthorized relocation and temporary living expenses for a move that does not meet the IRS distance and time eligibility will be subject to applicable IRS tax withholding rates.

E. In addition to the distance and time tests, the IRS may have limitations on the types of reimbursed expenses that are tax deductible.

**IV. REIMBURSEMENT ALLOWANCE**

A. The maximum intrastate relocation and temporary living expense allowance shall be \$10,000, with a maximum of \$5,000 of that amount being allocated for temporary living expenses.

B. The maximum interstate relocation and temporary living expense allowance shall be \$15,000, with a maximum of \$5,000 of that amount allocated for temporary living expenses

**V. PROCEDURES FOR CLAIM SUBMISSION**

**A. General Policy**

1. All expense claims must be rendered no later than six (6) months after the date incurred but within the fiscal year incurred where feasible.
2. Unless otherwise provided in this Policy, all expense claims shall be pre-authorized.
3. Pre-authorization may be obtained via an e-mail.

**B. Documentation**

New Hires must document and certify itemized relocation and temporary living expenses following these provisions.

1. Expense claims shall be submitted on forms prescribed by the Auditor-Controller with prior approval of the Department Head or his/her designee.
2. Except as otherwise provided in this Policy, the original receipts or acceptable substitute (the Auditor-Controller may accept, at his/her discretion, other forms of documentation such as credit card receipts, invoices, statements, cancelled checks, etc.) shall be submitted with the claim for reimbursement for every item of expense.
3. In cases where receipts cannot be obtained, a statement to that effect shall be entered on the prescribed form and the reason given. In the absence of a satisfactory explanation, as determined by the Auditor-Controller, the amount involved shall not be allowed.

**VI. REPAYMENT OF RELOCATION AND TEMPORARY LIVING EXPENSES REIMBURSEMENT**

A new hire will be required to repay the County of Napa a percentage of the reimbursement of these expenses if he/she resigns within the first three years of employment. The reimbursement percentage is determined as follows:

- A. One hundred (100) percent if the resignation occurs before completion of the first year of employment.
- B. Sixty-seven (67) percent if the resignation occurs following one year of employment but prior to completion of the second year of employment.
- C. Thirty-three (33) percent if the resignation occurs following two years of employment but prior to completion of the third year of employment.

A new hire must repay any reimbursement received from the County in excess of actual relocation expenses within 60 days of discovery by either the County or the employee of the excess payment.