



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

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

Agenda Item 5a

TO: Local Agency Formation Commission

PREPARED BY: Peter Banning, Interim Executive Officer

MEETING DATE: March 16, 2015

SUBJECT: Contract Extension and Budget Amendment for Recruitment Services – Executive Officer Position

Summary

On February 27, 2015, the Commission held a special meeting for the purpose of interviewing candidates for the position of Executive Officer. The Commission did not hire any of the interviewees and instead opted to direct staff to reopen the recruitment process.

The Commission's recruitment consultant, Reanette Fillmer of Regional Government Services, has submitted a report and proposal for extension of the recruitment process (see Attachments 1 and 2). The report and proposal recommend additional focus on "targeted outreach" to persons known to possess the skills and experience sought by the Commission and who may not be actively seeking new employment. Ms. Fillmer's report further proposes to post the position at a higher salary range of \$103,000 to \$133,000, based on salaries offered at other LAFCOs. A recent Executive Officer salary survey of Bay Area and Urban LAFCO's is attached to the RGS report. It should be noted that the surveyed counties are not necessarily the same counties that would be surveyed by Napa County Department of Human Resources under its current procedures.

The Commission has authority to set the rate of compensation for its Executive Officer. However, under the Commission's agreement with County of Napa for provision of administrative services, the salary determined by the Commission must be consistent with the County's salary schedule. This provision is required for payroll processing. Increasing the salary offered for the Executive Officer position would therefore require subsequent action by the County Department of Human Resources and the Board of Supervisors to amend that salary schedule.

Joan Bennett, Chair
Councilmember, City of American Canyon

Diane Dillon, Vice Chair
County of Napa Supervisor, 3rd District

Brian J. Kelly, Commissioner
Representative of the General Public

Greg Pitts, Commissioner
Councilmember, City of St. Helena

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

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Keith Caldwell, Alternate Commissioner
County of Napa Supervisor, 5th District

Peter Banning
Interim Executive Officer

Recommendation

Staff recommends that the Commission take the following actions, by motion:

1. Authorize the Commission's Chair to enter into an extended contract for recruitment services with Regional Government Services (RGS) with the scope of services as described in the RGS proposal attached to this staff report for a not-to-exceed amount of \$10,000, including expenses and for a term up to July 31, 2015 subject to approval of the Commission's Counsel as to form;
2. Amend the Commission's adopted/adjusted FY 2014-15 Budget to reallocate appropriations of \$10,000 from the Unreserved Fund Balance (Account No. 33100) to the Consulting Services Account (Account No. 52310) for approved recruitment services;
3. Authorize RGS to post the Executive Officer position at an increased salary range of \$103,000 to \$133,000;
4. Direct staff to work with the County Department of Human Resources to amend the County Salary Schedule to reflect the increased salary range for the Executive Officer position authorized under Recommendation 3, above.

Respectfully submitted,

Peter Banning
Interim Executive Officer

Attachments:

1. Recruitment Report of Regional Government Services
2. Recruitment Extension Proposal of Regional Government Services



March 2, 2015

Napa County LAFCO – Executive Officer Recruitment

A. RECRUITMENT INFORMATION:

It is recommended that the position be reposted on the following websites. The costs are attached.

- Western Cities Magazine (League of Cities) - \$450
- MMNAC (Municipal Management of Northern California) - Free
- ICMA (International City Management Association) - Free
- Emailed to over 100 contacts within the public sector - Free
- Public CEO - \$150-\$200
- CALAFCO - Free
- Neogov – Free

In addition to posting on these websites we should also take into consideration a comprehensive search. This would include the HR Consultant (Reanette Fillmer) reaching out to current LAFCO employees in jurisdictions outside of Napa County. The HR Consultant would search out candidates with the characteristics that the commission is looking for and ask these individuals to apply for the position. These are individuals that typically may not be looking for a job, but if they were made aware of a position opening they may be inclined to apply.

- **Budget:** This would require that LAFCO extend their budget to allow for a comprehensive recruitment. The original budget for this recruitment was \$3,000. This amount included HR Consultant fees and recruitment postings. For additional postings and HR Consultant fees the additional amount allowed should be up to \$10,000.

B. RECOMMENDATIONS:

Salary Recommendations:

Currently the starting salary for the position is \$95,098. The recommendation would be to post the position at a higher salary range to encourage interest from more qualified applicants and more applicants overall.

The average salary is from \$108,501 to \$137,446 for an EO for all the sampled county's that were provided to me in an email from Kathy Mabry. The median salary is \$100,040 to for the same sampling is \$130,797. Napa County LAFCO is at least \$5,000 below the mark of being competitive. This may be an issue is the ability to recruit the level of candidate that LAFCO is seeking. (See salary study attached)



The other challenge that Napa County faces is the remote access and location of the county. Though Napa is a beautiful location, the location may be playing a factor in recruitment and retention. These factors should be considered in determining the salary range.

The recommendation would be to increase the salary range to the minimum of \$103,000 to \$133,000, which is midrange between the low of the median/average of the minimum and maximum.

C. INTERIM EXECUTIVE OFFICER

RGS is doing some research of possible Interim Executive Director's if the position is not filled prior to Mr. Peter Banning leaving. I will have an update for LAFCO by the end of the week.

2014 Executive Officer Salary Survey - Bay Area/Urban LAFCOs

	<u>Salary Range</u>	<u>Actual Salary</u>	<u>Anticipated Increase - 2015</u>
Solano (1)	\$92,992 - \$113,032	up to \$10,000/mo	unknown
San Bernardino (1)	\$125,000 - \$163,222	\$105/hr	unknown
San Diego	\$128,960 - \$203,840	\$ 176,446	unknown
Riverside	\$160,751	\$ 160,742	unknown
Los Angeles	As determined by Commission	\$ 159,413	5%
San Mateo	\$115,051 - \$143,808	\$ 143,808	unknown
Ventura	\$112,946 - \$161,352	\$ 141,107	5%
Sacramento	\$126,576 - \$139,536	\$ 139,536	unknown
Orange	As determined by Commission	\$ 134,826	5-7%
Contra Costa	\$100,080 - \$140,820	\$131,246	unknown
Alameda	\$83,558 - \$128,059	\$ 128,059	unknown
Santa Clara	\$94,944-\$119,030	\$ 119,030	7%
Marin	\$100,000 - \$120,000	\$ 117,500	unknown
Napa	\$93,683-\$112,590	\$ 114,275	unknown
San Francisco	\$93,106-\$113,152	\$ 113,152	3.25%
Sonoma (2)	\$91,374 - \$111,056	\$ 103,335	unknown

Notes:

- 1 - Currently filled by a part-time contractor
- 2 - New EO



Proposed Scope of Services

Subject to the terms and conditions of the Agreement with RGS, RGS shall assign the same RGS employee or employees to provide an executive recruitment services that include performing any or all of the functions described below, as requested by the Board or its designee:

- Preparing an enhanced job recruitment bulletin, and any associated informational materials;
- Writing and placing enhanced advertising;
- Conducting targeted outreach to potential candidates;
- Reviewing applications and synopsising qualified candidate's education and experience;
- Meeting to review candidates and identify candidates for interview;
- Scheduling and administering interview(s) with Board or subcommittee and candidates, including development of questions and other assessment materials;
- Conducting reference checks/background investigation on finalist candidate(s) (this could be added costs depending on number of candidates being back grounded);
- Preparing and presenting job offer, and/or negotiating compensation and benefits on behalf of the Board;
- Providing timely and professional communications to all applicants throughout the selection process.

Some of these tasks/steps may be modified depending on Board needs.

This is the second round in the recruitment process as the first did not result in the ideal candidate. Therefore this recruitment strategy will focus more on identifying and reaching out to potential candidates. This round is expected to take approximately 70 hours of consultant time. Agency will only be invoiced for the actual hours worked. Hourly rate for this work is at \$125.00 with a \$10,000 not to exceed amount for hours worked not including any consultant travel expenses. This fee also does not include advertising or background expenses. Should the activities take more time than anticipated, advisor will not proceed on additional work without direct authorization from designated Agency authority.

In addition, Agency will be invoiced for printing/copying fees, advertising costs, or any other such direct costs incurred as part of this work.

The RGS employee primarily assigned will be a specialist in executing recruiting and who will perform work and also direct tasks to other RGS staff with equal or lower bill rates at the RGS' Advisor's discretion.

The start date for the services to be performed is March 9, 2015, and this agreement is anticipated to remain in force through July 31, 2015.