



CITY OF DEL REY OAKS

Staff Report

DATE: October 25, 2022

TO: Honorable Mayor and Members of City Council

FROM: John Guertin, City Manager

BY: Jeffrey Hoyne, Assistant City Manager

SUBJECT: Consider Approval of a Relocation Assistance Program and Policy

CEQA: This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378 as it is an administrative activity of the city that will not result in direct or indirect physical changes in the environment.

Background

The recruitment and retention of quality employees is a priority for the City of Del Rey Oaks. Currently the labor market is very competitive. This is especially true when it comes to the recruitment and retention of police officers, which is the largest of all employee groups in the city. To recruit and retain quality employees, the City Manager is recommending a relocation assistance program and policy to provide financial assistance and incentive for new employees who accept employment with the city.

Summary & Discussion

The City of Del Rey Oaks prioritizes the hiring of quality employees. This is especially true in our police department, which is responsible for the safety and security of our residents, businesses, and visitors. Because of a competitive labor market, especially in the law enforcement field, the city needs to consider new and innovative strategies for attracting and retaining the most qualified candidates it can.

Many cities in California and across the country use hiring and relocation bonuses for new employees. This is especially prevalent in the law enforcement field where a shrinking candidate pool makes attracting qualified candidates more difficult every year.

Staff believes that initiating a similar program should be a priority for Del Rey Oaks. Staff is recommending that the first step in this process is authorizing the City Manager, at his or her discretion, to approve relocation assistance up to \$3,000 to new employees hired by the city.

The following eligibility requirements, terms and conditions shall apply:

1. **Eligible Positions:** This policy shall apply to permanent, non-represented employees where the City Manager has deemed that the City's interests are best served by participating in the relocation expenses of specific employees.
2. **Relocation:** The movement of the new employee, the employee's household members and personal possessions.
3. **Relocation Expenses** may include:

- a. commercial carrier expense (professional moving companies);
 - b. personal transportation expense (e.g., airline tickets, accommodations while in transit, mileage reimbursement, moving equipment and supplies);
 - c. temporary housing; and
 - d. temporary storage of household items.
4. Relocation Offer: The City Manager may authorize relocation expenses up to \$3,000.00 as an element of the hiring offer. Relocation expenditures must be supported by receipts.
5. Reimbursement: Employees shall submit receipts for bona fide expenses to the Hiring Authority (Chief of Police or City Manager) who will review, approve and forward them to the City Manager, who shall authorize payment. Employees are strongly urged to discuss the reasonableness of relocation expenses with the Appointing Authority. Expenses should be pre-approved whenever feasible. If the employee resigns during the first twelve (12) months of employment, the City shall be reimbursed for the relocation expenses. All relocation costs shall be allocated to the hiring department's budget.

Fiscal Impacts

There would be a minimal financial impact on the city (up to \$3,000 per new employee) if the council approves this program.

Recommended Action

Authorize the City Manager to implement a new employee relocation assistance program and policy of up to \$3,000 per new employee.

ATTACHMENTS:

- New employee relocation assistance policy

Respectfully Submitted,

John Guertin
City Manager

ADMINISTRATIVE POLICY

SUBJECT: RELOCATION EXPENSES

Purpose: It is the City's policy to provide financial assistance in the relocation of new employees when necessary to serve the City's interest.

Background: Occasionally, the staffing needs of the City require regional and/or national recruitment efforts. At the discretion of the City Manager, depending on the scope of recruitment, quality of candidates, impact of the vacancy and existing competitive conditions, the City may choose to participate in the selected candidate's relocation expense.

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