

## STAFF REPORT

<b>BOARD MEETING DATE:</b>	December 19, 2023
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**CATEGORY:** Regular Calendar {{item.number}}

**SUBJECT:** Take the following actions: (1) Adopt a salary resolution which amends the Shasta County Salary Schedule to increase the salary range of the County Counsel position; and (2) approve an at-will employment agreement with Joseph Larmour which appoints him as County Counsel effective April 8, 2024, or other date as agreed upon, establishes his compensation at the F-step salary range (\$115.56 per hour/\$20,030 per month), provides a \$20,000 sign-on bonus, automobile allowance, and states related terms and conditions of employment.

**DEPARTMENT:** Support Services

**SUPERVISORIAL DISTRICT #:** All

**DEPARTMENT CONTACT:** Monica Fugitt, Director of Support Services, (530) 229-8234

**STAFF REPORT APPROVED BY:** Monica Fugitt, Director of Support Services

<u><b>Vote Required?</b></u>	<u><b>General Fund Impact?</b></u>
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Simple Majority Vote

General Fund Impact

### RECOMMENDATION

Take the following actions: (1) Adopt a salary resolution which amends the Shasta County Salary Schedule to increase the salary range of the County Counsel position; and (2) approve an at-will employment agreement with Joseph Larmour which appoints him as County Counsel effective April 8, 2024, or other date as agreed upon between Mr. Larmour and the Chair of the Board of Supervisors, establishes his compensation at the F-step salary range (\$115.56 per hour/\$20,030 per month), provides a \$20,000 sign-on bonus, automobile allowance, and states related terms and conditions of employment.

### DISCUSSION

The County Counsel position is critical to the operations of the County and is appointed to provide legal advice, assistance, and representation in civil legal matters to the Board of Supervisors, County officers, departments, employees, the Shasta County Grand Jury, and to special districts.

The position of County Counsel was vacated in July 2023, and filled on an interim basis in October 2023, until such time as a permanent appointment could be made.

It is recommended that the Board adopt a salary resolution which would increase the salary range for the position by approximately 2.5%, which would establish the F step of the County Counsel position at \$115.56 hourly/\$240,365 annually.

The County has conducted a recruitment to identify potential candidates to fill the position of County Counsel on a permanent basis; Mr. Larmour submitted an application and meets the qualifications for the position. The County entered into negotiations to make an offer of employment, contingent upon Board approval of the recommended employment agreement to appoint Mr. Larmour to the position of County Counsel. Mr. Larmour comes to the County with approximately nine years serving as a legal advisor to various Counties, five years of which was as a contractor, and four years employed with a California County serving in the roles of Chief Deputy County Counsel and County Counsel.

Given Mr. Larmour's experience, it is recommended that the Board approve an agreement which would appoint Mr. Larmour as County Counsel to a four-year term beginning April 8, 2024, or other date as agreed upon between Mr. Larmour and the Chair of the Board of Supervisors, at the F-step salary range for the position of County Counsel. The agreement also provides for severance

pay, an annual \$5,000 automobile allowance, a sign-on bonus in the amount of \$20,000 and allows for other standard benefits afforded to County employees.

#### **ALTERNATIVES**

The Board could choose not to approve the salary resolution or agreement or may request to make changes to the provisions of either the agreement or salary resolution. If the Board declines to take action on this item, the County will continue to be without County Counsel to fill this critical role on a permanent basis.

#### **OTHER AGENCY INVOLVEMENT**

The agreement has been prepared by Support Services-Personnel. The agreement has been approved as to form by County Counsel and Risk Management. The County Administrative Office has reviewed the recommendation.

#### **FISCAL IMPACT**

The recommendation to increase the salary of the position and provide a sign-on bonus and automobile allowance results in an approximate increase of \$41,621 in salary and benefits. There is General Fund impact from the recommendation; the Department will monitor their budget and process a budget amendment if necessary. Should the clause related to additional severance pay be exercised, there would be additional General Fund cost beyond what is, and would be in future years, anticipated in the budget.

#### **ATTACHMENTS:**

- 1: Salary Resolution
- 2: Employment Agreement with Joseph Larmour