



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 5c (Consent/Action)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: April 5, 2021

SUBJECT: Proposed Amendment to Policy on Executive Officer Performance Review

RECOMMENDATION

It is recommended the Commission adopt the Resolution of the Local Agency Formation Commission of Napa County Amending the *Policy on Executive Officer Performance Review* (Attachment One).

SUMMARY

The Commission's adopted Strategic Plan includes a schedule for the Commission's Policy Committee (Mohler and Wagenknecht) to comprehensively review all local policies.

On March 10, 2021, the Policy Committee met and agreed to recommend an amendment to the Commission's *Policy on Executive Officer Performance Review*.

The proposed amendment is included as part of the draft resolution (Attachment One). The proposed amendment showing tracked changes is included as Attachments Two.

The proposed amendment is considered non-substantive and involves clarification of existing language, enhanced consistency of formatting, and adding hyperlinks to statutes.

ATTACHMENTS

- 1) Draft Resolution Amending the *Policy on Executive Officer Performance Review*
- 2) Proposed Amendment to the *Policy on Executive Officer Performance Review* (Tracked Changes)

Margie Mohler, Chair
Councilmember, Town of Yountville

Mariam Aboudamous, Commissioner
Councilmember, City of American Canyon

Beth Painter, Alternate Commissioner
Councilmember, City of Napa

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

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

Ryan Gregory, Alternate Commissioner
County of Napa Supervisor, 2nd District

Vacant
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

RESOLUTION NO. _____

**RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
AMENDING ITS POLICY ON EXECUTIVE OFFICER PERFORMANCE REVIEW**

WHEREAS, on April 11, 2001, the Local Agency Formation Commission of Napa County (the “Commission”) adopted a *Policy on Executive Officer Performance Review*;

WHEREAS, the Commission considered a proposed amendment to the *Policy on Executive Officer Performance Review* at its regular meeting on April 5, 2021, and invited public comment at that meeting;

NOW, THEREFORE, BE IT RESOLVED that the Commission hereby amends the *Policy on Executive Officer Performance Review* as attached hereto.

This Resolution shall take effect immediately.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on April 5, 2021, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

AYES: Commissioners _____

NOES: Commissioners _____

ABSENT: Commissioners _____

ABSTAIN: Commissioners _____

Margie Mohler
Commission Chair

ATTEST: _____
Brendon Freeman
Executive Officer

Recorded by: Kathy Mabry
Commission Secretary



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Policy on Executive Officer Performance Review

(Adopted: April 11, 2001; Last Amended: April 5, 2021)

I. Background

Recognizing that the intent of the Cortese-Knox-Hertzberg Local Government Reorganization Act is that the Commission should function independent of any local agency, the policy of the Commission is that, pursuant to [California Government Code §56384](#), it shall appoint an Executive Officer who serves at-the-will of the Commission.

II. Purpose

The purpose of this policy is to provide clear and concise direction to the Commission regarding the timing and process for performance reviews of the Executive Officer.

II. Procedures

The Executive Officer shall be subject to regular performance review by the Commission in closed session. Alternate Commissioners may not participate in a closed session performance review of the Executive Officer unless they are filling in for an absent regular Commissioner. With respect to this performance review, the policy of the Commission is:

- A. The first performance review of the Executive Officer shall occur approximately six months following the date of hire. The second performance review shall occur approximately twelve months following the date of hire. Thereafter performance reviews shall occur annually.
- B. The process for these performance reviews shall be:
 - 1) At least three weeks prior to the meeting at which the review is to take place, the Executive Officer shall send to each Commissioner, including Alternate Commissioners, a letter of self-evaluation. The Executive Officer or Commission Counsel will provide a performance review form or survey following review by the Commission Chair.
 - 2) At least one week prior to the review, each Commissioner and Alternate Commissioner is strongly encouraged to send a completed form or survey to the Commission Chair or the Chair's designee who should be someone other than the Executive Officer.
 - 3) The Chair or Chair's designee shall tabulate and summarize the forms or surveys and present this information to the Commission and the Executive Officer during the performance review.

- C. At the completion of the performance review, the Commission will consider any appropriate action with respect to the compensation of the Executive Officer.
- D. The Commission or the Executive Officer may request the use of an outside facilitator to assist in the evaluation process. The Chair shall appoint the facilitator in consultation with the Executive Officer. Should the cost of the facilitator's services exceed the Executive Officer delegated purchasing authority, the cost will be subject to a vote of the Commission at either a regular or special meeting and the facilitator may not commence services until budget authority has been obtained.

DRAFT



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Policy on Executive Officer Performance Review

(Adopted: April 11, 2001; ~~Last Amended~~ Proposed Amendment: ~~October 6, 2014~~ April 5, 2021)

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