



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 8c (Action)

TO: Local Agency Formation Commission

FROM: Diane Dillon, Chair

MEETING DATE: October 4, 2021

SUBJECT: Consider Adjustment to Executive Officer's Compensation

RECOMMENDATION

It is recommended the Commission adopt the Resolution of the Local Agency Formation Commission of Napa County approving a step adjustment to the Executive Officer's compensation to establish an annual salary of \$148,179 effective July 1, 2021, consenting to the Executive Officer's participation in the County of Napa 401(a) retirement savings plan, and establishing a \$1,000 matching 401(a) retirement contribution for the Executive Officer for all future calendar years, included as Attachment One.

BACKGROUND

Mr. Freeman has served as the Executive Officer to Napa County LAFCO since July 2015. The Commission started the performance evaluation process of the Executive Officer in May 2021, noticed a closed session evaluation on June 7, 2021, and August 2, 2021. The Commission policy on evaluating the Executive Officer's Performance provides that, "at the completion of the performance review, the Commission will consider any appropriate action with respect to the compensation of the Executive Officer." The Commission directed Chair Dillon to negotiate the Executive Officer's compensation and return with a recommendation for the full Commission's consideration.

SUMMARY

Having completed the review of the Executive Officer's performance, it is recommended that the Executive Officer's salary be increased from step 4 to step 5 effective July 1, 2021, consistent with the commencement of the evaluation and subsequent negotiations. Prior to taking action, the Commission must orally report the recommended action to increase the Executive Officer's salary to \$148,179 annually. All other benefits shall remain the same consistent with the benefits provided by the County of Napa.

Margie Mohler, Vice Chair
Councilmember, Town of Yountville

Mariam Aboudamous, Commissioner
Councilmember, City of American Canyon

Beth Painter, Alternate Commissioner
Councilmember, City of Napa

Diane Dillon, 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

Kenneth Leary, Commissioner
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

Also as part of this item, it is recommended the Commission authorize the Executive Officer to participate in the County of Napa 401(a) Retirement Savings Plan and establish a \$1,000 matching 401(a) retirement contribution for the Executive Officer in all future calendar years, including approval for calendar year 2022. Both recommended actions are consistent with the Commission's adopted budget for fiscal year 2021-22.

ATTACHMENT

- 1) Resolution of the Local Agency Formation Commission of Napa County Approving a Step Adjustment to the Executive Officer's Compensation Effective July 1, 2021, Consenting to the Participation of LAFCO Management Staff in the County of Napa 401(a) Retirement Savings Plan, and Establishing the LAFCO Match for all Future Calendar Years

RESOLUTION NO. _____

**RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
APPROVING A STEP ADJUSTMENT TO THE EXECUTIVE OFFICER'S
COMPENSATION EFFECTIVE JULY 1, 2021, CONSENTING TO THE
PARTICIPATION OF LAFCO MANAGEMENT STAFF IN THE COUNTY OF NAPA
401(a) RETIREMENT SAVINGS PLAN, AND ESTABLISHING THE LAFCO MATCH
FOR ALL FUTURE CALENDAR YEARS**

WHEREAS, the Local Agency Formation Commission of Napa County (“Commission”) hires an Executive Officer to serve at the Commission’s pleasure;

WHEREAS, the Commission hired Brendon Freeman to be the Commission’s Executive Officer effective July 4, 2015, with a salary of \$102,419 per year consistent with step 1 of the salary schedule along with the standard benefits provided to the County of Napa’s “Management Non-Classified (Other)” employees;

WHEREAS, on August 3, 2015, the Commission approved an increase to the Executive Officer’s salary to \$103,000 per year effective July 18, 2015;

WHEREAS, on July 1, 2016, the Executive Officer’s salary increased to \$106,246 per year as a result of a cost of living adjustment;

WHEREAS, on August 1, 2016, the Commission approved an increase to the Executive Officer’s salary to \$111,571 per year consistent with step 2 of the salary schedule and effective July 2, 2016;

WHEREAS, on July 1, 2017, the Executive Officer’s salary increased to \$116,043 per year as a result of a cost of living adjustment;

WHEREAS, on July 1, 2018, the Executive Officer’s salary increased to \$120,682 per year as a result of a cost of living adjustment;

WHEREAS, on October 1, 2018, the Commission approved an increase to the Executive Officer’s salary to \$126,693 per year consistent with step 3 of the salary schedule and effective July 1, 2018;

WHEREAS, on July 1, 2019, the Executive Officer’s salary increased to \$129,230 per year as a result of a cost of living adjustment;

WHEREAS, on October 7, 2019, the Commission approved an increase to the Executive Officer’s salary to \$135,720 per year consistent with step 4 of the salary schedule and effective July 1, 2019;

WHEREAS, on July 1, 2021, the Executive Officer’s salary increased to \$141,149 per year as a result of a cost of living adjustment;

WHEREAS, the Commission has conducted a performance evaluation of the Executive Officer for which the evaluation commenced in May of 2021, and was noticed for closed session consideration by the Commission at its June 7, 2021, and August 2, 2021 meetings;

NOW, THEREFORE, BE IT RESOLVED that the Commission **DOES HEREBY RESOLVE, DETERMINE AND ORDER**, the Executive Officer’s salary shall be increased to \$148,179 per year consistent with step 5 of the salary schedule and effective July 1, 2021.

BE IT FURTHER RESOLVED that the Commission does hereby resolve, determine and order the Executive Officer is authorized to participate in the County of Napa 401(a) Retirement Savings Plan and establishes a \$1,000 matching 401(a) retirement contribution for the Executive Officer in all future calendar years, including approval for calendar year 2022.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on October 4, 2021, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

AYES: Commissioners _____

NOES: Commissioners _____

ABSENT: Commissioners _____

ABSTAIN: Commissioners _____

DRAFT

Diane Dillon
Commission Chair

ATTEST: _____
Brendon Freeman
Executive Officer

Recorded by: Kathy Mabry
Commission Clerk