



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 6a

TO: Local Agency Formation Commission

PREPARED BY: Jennifer Gore, Legal Counsel

MEETING DATE: August 3, 2015

SUBJECT: Confirm Appointment and Salary of Executive Officer

RECOMMENDATION

Staff recommends the Commission confirm its appointment of Brendon Freeman as the Executive Officer of Napa County LAFCO, effective July 4, 2015; and (2) confirm that the Executive Officers salary shall be \$102,419 per year effective July 4, 2015, through July 17, 2015, and \$103,000 per year effective beginning July 18, 2015.

BACKGROUND

Following the resignation of Napa LAFCO's Executive Officer, Laura Snideman, in the fall of 2014, the Commission contracted with Peter Banning to serve as the Interim Executive Officer of Napa LAFCO. The Commission also created an advisory committee, including then-Chair, Brian Kelly, and then Vice-Chair, Joan Bennett, to oversee the recruitment of a new Executive Officer for Napa LAFCO and selected Regional Government Services Authority to provide recruiting services and to initiate the recruitment process.

On February 27, 2015, the Commission interviewed candidates for the position, but did not hire any of the candidates at that time. Instead, the Commission elected to reopen the recruitment process. In addition, on March 16, 2015, the Commission adjusted its then-current salary range in an effort to be more consistent with other LAFCOs. The new salary range is \$103,000 to \$133,000. The Commission also authorized its recruitment consultant to work with the County Department of Human Resources to have the County's adopted salary schedule for the position adjusted accordingly.

As the contract for Interim Executive Officer, Peter Banning, was set to expire on May 31, 2015, the Commission held interviews on May 21, 2015, for the appointment of a new Interim Executive Officer. The Commission selected LAFCO's Analyst at the time, Brendon Freeman, to serve as the Interim Executive Officer.

Juliana Inman, Chair
Councilmember, City of Napa

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Joan Bennett, Alternate Commissioner
Councilmember, City of American Canyon

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

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

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

Brian J. Kelly, Commissioner
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

On June 29, 2015, the Commission again conducted interviews for the position of Executive Officer. The Commission selected Brendon Freeman to fill the position, and directed the recruitment committee to offer him the position at the starting salary of \$103,000. He accepted the position at the starting salary, and the recruitment committee notified the County Department of Human Resources.

Working with the County Department of Human Resources, the committee determined that the March 16, 2015, adjustment to the salary range for the position had not yet been included in the County's classification system and adopted by the Board of Supervisors. Given this, County staff suggested that the new Executive Officer be appointed to Step 2 of the old salary range beginning July 4, 2015, giving staff time to take an item to the Board of Supervisors to update the salary schedule on July 21, 2015. If that action were approved, the new Executive Officer's proposed salary of \$103,000 could be effective July 18, 2015.

On July 21, 2015, the Napa County Board of Supervisors adopted the adjusted salary schedule, effective July 18, 2015.

DISCUSSION

Now that the updated salary schedule is in place, Counsel recommends that the Commission ratify or confirm its appointment of Brendon Freeman as the Executive Officer of Napa LAFCO, and confirm his starting salary, effective July 4, 2015, but adjusted effective July 18, 2015.

The Executive Officer shall also receive the standard benefits provided to the County's "Management Non-Classified (Other)" employees.

This action will also provide the public with the necessary opportunity to provide comment on his appointment and starting salary and benefits.

ATTACHMENT

- 1) Proposed Resolution

RESOLUTION NO. _____

**RESOLUTION OF THE
LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
CONFIRMING THE APPOINTMENT
OF EXECUTIVE OFFICER**

WHEREAS, on November 17, 2014, the Commission designated Commissioners Brian Kelly and Joan Bennett to serve as an advisory committee to oversee the recruitment of a new Executive Officer for Napa LAFCO; and

WHEREAS, on December 1, 2014, the Commission selected Regional Government Services Authority to provide recruiting services and initiate a recruitment process; and

WHEREAS, on February 27, 2015, the Commission held a special meeting for the purpose of interviewing candidates for the position of Executive Officer, but did not hire any of the candidates and instead elected to reopen the recruitment process; and

WHEREAS, on March 16, 2015, the Commission adjusted its current salary range (\$93,000 - \$114,000) for the position of Executive Officer, to a higher salary range (\$103,000 to \$133,000) in an effort to be more consistent with other LAFCOs, and authorized its recruitment consultant to work with the County Department of Human Resources to have the County's adopted salary schedule for the LAFCO Executive Officer adjusted accordingly; and

WHEREAS, on May 21, 2015, in anticipation of the end of the term of its then Interim Executive Officer's contract, the Commission held interviews for the appointment of a new Interim Executive Officer and selected the then-current LAFCO Analyst, Brendon Freeman, to serve as the Interim Executive Officer; and

WHEREAS, on June 29, 2015, the Commission interviewed additional candidates for the position of LAFCO's Executive Officer, selected the Interim Executive Officer, Brendon Freeman, to fill the position, and directed the recruitment committee to offer him the position at the starting salary of \$103,000; and

WHEREAS, Brendon Freeman accepted the position at the starting salary, and the recruitment committee notified the County Department of Human Resources; and

WHEREAS, at that time it was determined that the change to the salary schedule for LAFCO's Executive Officer, approved by the Commission on March 16, 2015, had not yet been adopted by the Board of Supervisors for incorporation in the County's classification system; and

WHEREAS, the County agreed to appoint the new Executive Officer to Step 2 of the old salary range from July 4, 2015, and to take an item to the Board of Supervisors updating the salary schedule on July 21, 2015, to allow for the adjustment of the salary range at the beginning of the pay period beginning July 18, 2015; and

WHEREAS, on July 21, 2015, the Napa County Board of Supervisors retroactively approved the updated salary schedule for the Executive Officer, effective July 18, 2015; and

NOW, THEREFORE, the Napa Local Agency Formation Commission **DOES HEREBY RESOLVE, DETERMINE AND ORDER,** as follows:

1. The Commission confirms its appointment of Brendon Freeman as the Executive Officer of Napa County LAFCO, effective July 4, 2015.
2. Consistent with the action of Napa County and its Department of Human Resources, effective July 4, 2015, through July 17, 2015, the Executive Officer's salary shall be \$102,419 per year, and effective July 18, 2015, the Executive Officer's salary shall be \$103,000 per year.
3. The Executive Officer shall receive the standard benefits provided to the County's "Management Non-Classified (Other)" employees.

The foregoing resolution was duly and regularly adopted by the Commission at a meeting held on August 3, 2015 by the following vote:

AYES: Commissioners _____

NOES: Commissioners _____

ABSENT: Commissioners _____

ABSTAIN: Commissioners _____

ATTEST: Brendon Freeman
 Executive Officer

Recorded by: _____
 Kathy Mabry
 Commission Secretary