



**Local Agency Formation Commission**  
**LAFCO of Napa County**

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**October 1, 2007**  
**Agenda Item No. 5c**

September 26, 2007

**TO:** Local Agency Formation Commission

**FROM:** Keene Simonds, Executive Officer  
Jacqueline Gong, Commission Counsel

**SUBJECT: Amendment to Support Services Agreement with County of Napa  
(Consent: Action)**

The Commission will consider a proposed amendment to its support services agreement with the County of Napa. The proposed amendment makes changes relating to the provision of information technology services as well as other non-substantive updates. The proposed amendment is being presented for Commission approval.

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In June 2003, the Commission entered into a support services agreement (SSA) with the County of Napa. The SSA establishes terms and conditions for the County to provide staffing and related services necessary for the Commission to fulfill its responsibilities under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

The County has prepared a proposed amendment to the SSA to incorporate an updated billing methodology involving information technology services (ITS). The methodology has been practiced by the County in calculating LAFCO's ITS charge for the last two fiscal years. The proposed amendment would formally institute the practiced methodology and make other non-substantive updates to the descriptions of ITS services. The proposed amendment also revises the SSA to eliminate the reference of a name-specific employee to the executive officer position. This change will avoid the need to amend the SSA in the future if there are personnel changes.

**Recommendation**

It is recommended that the Commission take the following actions:

- 1) Approve and direct the Chair to sign the attached amendment to LAFCO's Support Services Agreement with the County of Napa (LAFCO Agreement No. 03-02); and
- 2) Direct staff to forward the approved amendment to the County for approval by the Board of Supervisors.

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Jack Gingles, Chair  
Mayor, City of Calistoga

Juliana Inman, Commissioner  
Councilmember, City of Napa

Cindy Coffey, Alternate Commissioner  
Councilmember, City of American Canyon

Brad Wagenknecht, Vice-Chair  
County of Napa Supervisor, 1st District

Bill Dodd, Commissioner  
County of Napa Supervisor, 4th District

Mark Luce, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Brian J. Kelly, Commissioner  
Representative of the General Public

Gregory Rodeno, Alternate Commissioner  
Representative of the General Public

Keene Simonds  
Executive Officer

Respectfully submitted,

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Keene Simonds  
Executive Officer

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Jacqueline Gong  
Commission Counsel

Attachment:

~~1) Proposed Amendment to SSA with the County of Napa~~