



Local Agency Formation Commission
LAFCO of Napa County

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May 7, 2007
Agenda Item No. 5b

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TO: Local Agency Formation Commission

FROM: Jacqueline M. Gong, LAFCO Counsel

SUBJECT **Amendment to Policy for the Performance Review of the Executive Officer (Consent - Action)**

The Commission will consider amending its policy to coordinate the Executive Officer's eligibility for salary increases with his periodic evaluations.

The Executive Officer serves at the will of the Commission and his services are contracted from the County of Napa through a Support Services Agreement (SSA). The SAA provides that LAFCO staff, as County employees, serve in accordance with County personnel policies and rules. County policy requires employees to be evaluated at six and twelve months of hire or promotion, and thereafter annually. Employees are eligible for merit salary increases upon satisfactory evaluations (e.g. at six and twelve months, and then annually); except an employee, who is hired at a salary higher than the initial salary step receives his first salary increase upon satisfactorily serving twelve months (instead of six months).

Counsel recommends the amendment of the LAFCO Policy for the Performance Review of the Executive Officer. This amendment will reconcile the timing of the Executive Officer's performance review with when he is also eligible for salary increases in accordance with County personnel rules. The Policy currently provides for an initial evaluation at six months and then at twelve months from the date of hire, and thereafter annually. The Executive Officer was hired in June 2006 at the initial salary step. He received his six-month evaluation and first salary increase in December 2006. Under the current LAFCO Policy, his next evaluation is due this June. However, under County personnel rules, he is not eligible for another salary increase until December 2007. The proposed amendment would coordinate the timing of the evaluations and salary increases. (This was not an issue for the previous Executive Officer, Dan Schwarz, as he was hired at above the initial salary step.)

Recommendation

It is recommended that the Commission adopt the Policy as amended in the attachment.

Respectfully submitted,

Jacqueline M. Gong
LAFCO Counsel

Attachment: as stated

Jack Gingles, Chair
Mayor, City of Calistoga

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

Brian J. Kelly, Commissioner
Representative of the General Public

Juliana Inman, Commissioner
Councilmember, City of Napa

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

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Cindy Coffey, Alternate Commissioner
Councilmember, City of American Canyon

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

Keene Simonds
Executive Officer