



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 5h (Consent/Action)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: December 3, 2018

SUBJECT: Approval of Meeting Calendar for 2019

RECOMMENDATION

It is recommended the Commission approve a meeting calendar for 2019 consisting of the following regular meeting dates: February 4, April 4, June 3, August 5, October 7, and December 2.

SUMMARY

The Commission's *Policy on Scheduling of Commission Meetings* ("the Policy"), included as Attachment One, states the Commission shall meet on the first Monday of all even-numbered months in the County of Napa Board of Supervisors Chambers at 2:00 PM.

With the exception of the month of April, staff recommends the Commission meet on the dates specified under the Policy. Notably, the first Monday of April 2019 falls on April 1, which is an observed County of Napa holiday (Cesar Chavez Day). Therefore, all County employees and Commission staff will be unavailable to meet on April 1. Staff has polled the Commission for availability to meet on an alternative date in April and the consensus was that Thursday, April 4 is the preferred meeting date. With this in mind, staff recommends the Commission approve a meeting calendar for 2019 consisting of the following dates: February 4, April 4, June 3, August 5, October 7, and December 2.

Under the Policy, the Chair of the Commission may also schedule special meetings as needed. Staff does not currently anticipate the need for any special meetings in 2019. If special meetings are needed, each meeting would be called by the Chair, consistent with the Brown Act and the Policy. Commissioners would be provided with approximately one month notice of any special meetings that are called by the Chair.

ATTACHMENT

1) Policy on Scheduling of Commission Meetings

Margie Mohler, Chair
Councilmember, Town of Yountville

Scott Sedgley, Commissioner
Councilmember, City of Napa

Kenneth Leary, Alternate Commissioner
Councilmember, City of American Canyon

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

Diane Dillon, Commissioner
County of Napa Supervisor, 3rd District

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

Gregory Rodeno, Commissioner
Representative of the General Public

Erik Lawrence, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer



LOCAL AGENCY FORMATION COMMISSION OF NAPA

Policy on Scheduling of Commission Meetings (Adopted: June 14, 2001; Last Amended: June 6, 2016)

I. Background

Meetings will be noticed and conducted in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. In response to Government Code Section 54954, this policy establishes the time and place for regular meetings and additionally establishes how a special meeting may be scheduled.

II. Guidelines

A. Regular Meetings

- 1) The regular meeting day of the Commission is the first Monday of each even-number month (February, April, June, August, October, and December) at 2:00 PM. The location will be the County of Napa Board of Supervisors Chambers located at 1195 Third Street, Third Floor, Napa, California 94559.
- 2) The Chair may cancel or change the date or time of a regular meeting if he or she determines the Commission cannot achieve a quorum or there is a lack of business. Regular meetings may also be canceled or changed with the consent of a majority of the regular members of the Commission. For the purpose of this policy, a majority includes at least one member representing the cities and one member representing the county.

B. Special Meetings

- 1) Special meetings may be scheduled in accordance with the Ralph M. Brown Act which at the time of the adoption of this policy allows the Commission Chair to schedule special meetings as needed. The Chair shall consult with the Executive Officer in scheduling special meetings to ensure a quorum is available at a specified place and time.
- 2) Requests from outside parties for special meetings must be made in writing and submitted to the Executive Officer. If approved and scheduled by the Chair, the affected outside party requesting the special meeting will be responsible for any related charges pursuant to the Commission's *Schedule of Fees and Deposits*.