



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 7c (Action)

TO: Local Agency Formation Commission

PREPARED BY: Policy Committee (Mohler, Rodeno, Freeman)

MEETING DATE: June 4, 2018

SUBJECT: Proposed Amendment to Policy on Conducting Commission Meetings and Business

RECOMMENDATION

It is recommended the Commission adopt the draft resolution, included as Attachment One, amending the *Policy on Conducting Commission Meetings and Business* effective July 1, 2018.

BACKGROUND

On August 9, 2001, the Commission adopted its *Policy on Conducting Commission Meetings and Business* (“the Policy”), which prescribes various procedures involving the agency’s administrative operations. This includes outlining specific standards for conducting meetings and related business activities. The Policy also identifies the approved Commissioner stipend amount, which is currently \$125 for each LAFCO-related meeting attended. The Policy has been amended four times as summarized below:

- June 4, 2007, to increase Commissioner stipends from \$50 to \$100;
- June 3, 2013, to address reimbursement procedures and setting items for meeting agendas as well as increase Commissioner stipends from \$100 to \$125;
- December 2, 2013, to adopt Rosenberg’s Rules of Order as the Commission’s rules of parliamentary procedure; and
- December 7, 2015, to add a new category of activities related to LAFCO business that result in Commissioners receiving stipends.

On April 2, 2018, the Commission adopted a proposed budget for 2018-2019 that incorporates an increase in Commissioner stipends from \$125 to \$150 effective July 1, 2018. See Item 6b on today’s agenda for a report on the final budget for 2018-2019.

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

Vacant, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

SUMMARY

As part of this item, the Commission will consider the Policy Committee's proposed amendment to the Policy as shown in tracked changes in Attachment Two. The Policy Committee proposes the amendment to the Policy be made effective July 1, 2018, to coincide with the Commission's budget for 2018-2019.

DISCUSSION

The proposed increase in Commissioner stipends from \$125 to \$150, representing an increase of \$25 or 20%, necessitates an amendment to the Policy. The proposed increase is based on an evaluation of other agencies with similar levels of decision making responsibility, including other LAFCOs.¹ Additional minor and non-substantive changes to the Policy are also proposed.

The Commission's recently adopted Strategic Plan 2018-2022 identifies June 2020 for the Policy Committee to complete its review of the Policy. However, the Policy Committee has expedited its review of the Policy based on the aforementioned discussion related to the Commission's budget for 2018-2019.

ALTERNATIVES FOR COMMISSION ACTION

The Policy Committee has identified three alternatives for Commission consideration.

Alternative Action One (Recommended):

Adopt the draft resolution, included as Attachment One, approving the proposed amendment to the *Policy on Conducting Commission Meetings and Business*, effective July 1, 2018.

Alternative Action Two:

Continue this item to the August 6, 2018, meeting and provide direction to the Policy Committee to return with any changes to the proposed policy amendment as desired by members of the Commission.

Alternative Action Three:

Provide direction to the Policy Committee to circulate the proposed policy amendment for public review and comment.

ATTACHMENTS

- 1) Draft Resolution Amending the Policy on Conducting Commission Meetings and Business
- 2) Proposed Amendment to Policy on Conducting Commission Meetings and Business (tracked changes)

¹ Based on previous surveys, other responding LAFCOs with Commissioner stipends equaling or exceeding \$150 include Contra Costa (\$150), Los Angeles (\$150), Riverside (\$175), San Bernardino (\$200), and Santa Barbara (\$150). It is important to note several LAFCOs did not respond to the previous surveys and some LAFCOs may have recently increased their stipends. Therefore, this list may not be comprehensive.

RESOLUTION NO. _____

**RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
AMENDING ITS POLICY ON CONDUCTING COMMISSION
MEETINGS AND BUSINESS**

WHEREAS, on August 9, 2001, the Local Agency Formation Commission of Napa County (the “Commission”) adopted a Policy on Conducting Commission Meetings and Business (the “Policy”) and amended said Policy on June 4, 2007, June 3, 2013, December 2, 2013, and December 7, 2015;

WHEREAS, the Commission considered proposed amendments to the Policy at its special teleconference meeting on June 4, 2018, and invited public comment on the policy at that meeting;

NOW, THEREFORE, BE IT RESOLVED that the Commission hereby amends the Policy as attached hereto.

This Resolution shall take effect on July 1, 2018.

The foregoing resolution was duly and regularly adopted by the Commission at a special teleconference meeting held on June 4, 2018, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

AYES:	Commissioners	_____
NOES:	Commissioners	_____
ABSENT:	Commissioners	_____
ABSTAIN:	Commissioners	_____

Margie Mohler
Commission Chair

ATTEST: _____
Brendon Freeman
Executive Officer

Recorded by: Kathy Mabry
Commission Secretary



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Policy on Conducting Commission Meetings and Business

(Adopted: August 9, 2001; Last Amended: June 4, 2018)

I. Background

The Cortese-Knox-Hertzberg Local Government Reorganization (“CKH”) Act of 2000, pursuant to California Government Code Section 56300, directs the Commission to exercise its regulatory and planning responsibilities consistent with its written policies and procedures.¹ This includes establishing written rules to help ensure all meetings and related business occurs in an orderly and transparent manner.

II. Purpose

The purpose of this policy is to provide clear and concise direction to Commissioners and staff with regard to conducting Commission meetings and related business involving the preparation of agendas, issuance of per diems, and reimbursement for member expenses.

III. Rules and Procedures in Conducting Business

A. Conducting Meetings

1. The Commission acknowledges and affirms the conducting of its meetings and related business are subject to applicable California laws, most notably the provisions of Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (“CKH”) and the Ralph M. Brown Act (“Brown Act”).
2. Three members of the Commission constitute a quorum. In the absence of a regular member, his or her alternate member (city, county, or public member as applicable) may serve and vote. In the absence of a quorum, the members present shall adjourn the meeting to a stated time and place of their choosing. If all members are absent, the Executive Officer or his or her designee may adjourn the meeting to a stated time and place. In such a case, the Executive Officer shall cause written notice of adjournment to be given and shall post a notice of adjournment, consistent with the requirements of the Brown Act.
3. A regular and/or special meeting of the Commission may be adjourned to any day prior to the date established for the next succeeding regular meeting of the Commission.
4. If there is no business for the Commission's consideration five days before any regular scheduled meeting, the Executive Officer shall have the power to cancel the meeting by notifying the Chair and members there is no business before the Commission and the meeting has been cancelled.

¹ Hereinafter all section references are to the California Government Code unless otherwise noted.

5. Special meetings may be called by the Chair at his or her discretion. Special meetings may also be called upon the written request of a majority of the members of the Commission submitted to the Chair. Notice of special meetings shall be given in accordance with the Ralph M. Brown Act.
6. The Commission shall conduct its meetings in accordance with the rules of procedure set forth in the edition of “Rosenberg’s Rules of Order” that is most current at the time of the meeting.
7. On all roll call votes, the names of the Commissioners shall be called in alphabetical order with the Chair voting last.
8. It is the responsibility of the Executive Officer to ensure that adequate staff and related resources are available for all Commission meetings.

B. Meeting Agendas

1. It is the responsibility of the Executive Officer to prepare an agenda and all supporting documents for the Commission, and to distribute these materials to the Commission and all affected and interested parties not less than five days prior to a scheduled regular meeting.
2. Meeting agendas shall concisely list the various items being considered and include a formal title along with a brief description of the underlying action or discussion and the Executive Officer’s recommendation, if applicable.
3. The Executive Officer shall exercise his or her judgment to help ensure items are agendized in an appropriate and timely manner relative to the Commission meeting its regulatory and planning responsibilities under CKH.
4. Each meeting agenda shall provide an opportunity for Commissioners to identify and request a matter for future discussion or action with the concurrence of the majority of the voting membership present. The Chair shall also have discretion to direct the Executive Officer to agendize a matter for the next available meeting to address an urgent or otherwise time-sensitive issue in which applicable legal notice can be provided.
5. It is the responsibility of the Executive Officer to see that legal notice for all agenda items to be considered by the Commission is given in accordance with the provisions of CKH and all other applicable laws.

C. Commissioner Stipends

1. Each Commissioner shall receive a stipend of \$150.00 for time and attendance at the following meetings:
 - a) Regular and special meetings of the Commission.
 - b) Meetings of standing or ad hoc committees of the Commission.
 - c) Each day of attendance at the annual conference held by the California Association of Local Agency Formation Commissions (CALAFCO).
 - d) Meetings of CALAFCO when a Commissioner is a member of the CALAFCO Board of Directors.
 - e) Up to four days per year for other trainings, classes, or activities that are mandated or related to LAFCO business, with prior authorization from the Commission or Chair.
2. A Commissioner shall receive no more than five stipends per month pursuant to this policy.

D. Commissioner Reimbursement for Expenses

1. Each Commissioner may claim reimbursement for the actual amount of reasonable and necessary expenses, incurred in performing the duties of his or her office, to be approved by the Executive Officer in accordance with Section D.2., below, and the Commission's approved budget for such expenses, including:
 - a) Attending conferences, workshops, and training programs of CALAFCO.
 - b) Attending CALAFCO meetings if the member is on the Board.
 - c) Attending other Commission related meetings, trainings, classes, or activities that are mandated or related to LAFCO business, with prior authorization from the Commission or Chair.
2. All reimbursement of expenses for Commissioners shall be provided in accordance with the same rules and manner as provided for Commission staff.²

² Refer to the current agreement for staff support services between the Commission and County of Napa, calling for reimbursement pursuant to the travel expense policy approved by the County Board of Supervisors in effect on the date of travel.



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Policy on Conducting Commission Meetings and Business

(Adopted: August 9, 2001; Last Amended: ~~December 7, 2015~~ [June 4, 2018](#))

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