



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

December 2, 2013

Agenda Item No. 5b (Consent/Action)

November 25, 2013

TO: Local Agency Formation Commission

FROM: Peter Banning, Acting Executive Officer

SUBJECT: Approval of Meeting Calendar for First Half of 2014

The Commission will consider approving a meeting calendar for the first six months for 2014. It is recommended the Commission approve regular meetings for February 3rd, April 7th, and June 2nd. This recommendation would be consistent with the Commission's recent practice of holding regular meetings every other month. No special meetings are proposed.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires Local Agency Formation Commissions (LAFCOs) to adopt policies and procedures with respect to conducting meetings. Government Code Section 56375(i) specifies LAFCOs must establish regulations to ensure meetings are conducted on a regular and orderly basis.

A. Discussion

It is the policy of LAFCO of Napa County's ("Commission") to schedule regular meetings on the first Monday of each month as needed. All regular meetings shall be held in the Board Chambers at the County of Napa Administration Building with a start time of 4:00 P.M. The Commission may also schedule special meetings in conjunction with calendaring regular meetings as necessary. The Commission is directed to review and approve a meeting calendar every six months at the June and December meetings.

B. Discussion/Analysis

The Commission's projected workload justifies scheduling meetings every other month for the first half of 2014 given the low total of proposals currently on file. Staff will take advantage of the slowdown in proposal activity by making progress on the Commission's adopted municipal service review and sphere of influence update study schedule. With this in mind, staff believes it would be appropriate for the Commission to continue its current practice of meeting every two months. This would result in regular meetings on February 3rd, April 7th, and June 2nd. No special meetings are proposed at this time.

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, 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, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Acting Executive Officer

C. Recommendation

It is recommended the Commission approve a meeting calendar for the first half of 2014 consisting of the following regular dates: February 3rd, April 7th, and June 2nd. No special meetings are proposed at this time.

D. Alternatives for Action

The following two alternatives are available to the Commission:

Alternative Action One (Recommended):

Approve the regular meeting dates as proposed by staff for the first half of 2014 with any desired changes.

Alternative Action Two:

Continue consideration of the staff report to a date specific meeting and provide direction for more information as needed.

E. Procedures for Consideration

This item has been agendized as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation unless otherwise specified by the Commission.

Respectfully submitted,

Peter Banning
Acting Executive Officer

Attachment:

- 1) *Policy on Commission Meeting Calendar*



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
Policy on Regular Commission Meeting Calendar

Adopted: June 14, 2001
Amended: December 9, 2004
December 4, 2006
December 1, 2008

I. Background

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires Local Agency Formation Commissions (LAFCOs) to adopt policies and procedures with respect to conducting meetings. Government Code Section 56375(i) specifies LAFCOs shall establish regulations to ensure meetings are conducted on a regular and orderly basis.

II. Objective

The objective of this policy is to guide the Commission in scheduling regular and special meetings in a consistent and logical manner.

III. Guidelines

A. Regular Meetings

- 1) The regular meeting day of the Commission is the first Monday of each month. The time and place of regular meetings is 4:00 P.M. in the Board Chambers of the County of Napa Administration Building, located at 1195 Third Street, Napa.
- 2) The Commission shall review and approve its regular meeting calendar every six months. If a regular meeting falls on a holiday, the Commission shall determine an alternate day as part of its review if needed.
- 3) 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.
- 4) Notice of any change to a scheduled regular meeting shall be posted on the Commission website and transmitted to all interested parties.

B. Special Meetings

- 1) The Chair may schedule special meetings of the Commission 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*.
- 3) Notices for scheduled special meetings will be posted on the Commission website and transmitted to all interested parties within 72 hours of the meeting date.