



Local Agency Formation Commission
LAFCO of Napa County

1700 Second Street, Suite 268
Napa, California 94559
Telephone: (707) 259-8645
Facsimile: (707) 251-1053
<http://napa.lafco.ca.gov>

December 1, 2008
Agenda Item No. 7c (Action)

November 24, 2008

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: Proposed Amendments to Policy on Regular Commission Meeting Calendar and Approval of Meeting Calendar for First Half of 2009

The Commission will consider proposed amendments to its adopted policy on calendaring meetings. The Commission will also consider approving a meeting calendar for the first six months of 2009 to include February 2nd, April 6th, May 4th, and June 1st.

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

LAFCO of Napa County's ("Commission") *Policy on Regular Commission Meeting Calendar* calls for regular meetings to be scheduled for 4:00 P.M. on the first Monday of each month as needed (attached). This policy directs the Commission to review and approve its meeting calendar every six months at the June and December meetings.

B. Analysis

The need for the Commission to approve a meeting calendar for the first six months of 2009 provides an opportunity to also consider whether amendments to the current policy are appropriate. Staff believes two specific amendments are warranted. This includes (a) specifying the location of regular meetings will be the Board Chambers at the County of Napa Administration Building and (b) establishing procedures to schedule special meetings. General formatting changes are also proposed (attached).

With respect to approving a regular meeting calendar for the first six months of 2009, the Commission's workload justifies scheduling meetings in February, April, May, and June. Meetings are not recommended for January or March to provide staff additional time to prepare draft and final reports, respectively, on the Commission's scheduled municipal service review on the south county region. Markedly, the completion of the municipal service review in April will allow the Commission to begin considering possible sphere of influence updates for the three affected agencies as early as the May meeting.

Jack Gingles, Commissioner
Mayor, City of Calistoga

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

Brian J. Kelly, Vice Chair
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

C. Recommendation

It is recommended the Commission take the following actions:

- 1) Adopt the amended *Policy on Regular Commission Meeting Calendar* with any desired changes; and
- 2) Adopt a regular meeting calendar for the first six months of 2009 to include February 2, April 6, May 4, and June 1 with any desired changes.

Respectfully submitted,

Keene Simonds
Executive Officer

Attachments:

- 1) *Policy on Regular Commission Meeting Calendar* (Adopted June 14, 2001)
- 2) *Policy on Regular Commission Meeting Calendar* (Proposed Amendments)

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Policy on Regular Commission Meeting Calendar

Adopted: June 14, 2001

Amended: December 9, 2004; and

December 4, 2006

It is the intent of the Commission to establish a regular meeting day and time and a procedure for the regular consideration of its meeting calendar. As provided by G.C. §56375(i), the policy of the Commission is:

1. The regular meeting day of the Commission is the first Monday of each month.
2. The regular meeting time of the Commission is 4:00 P.M.
3. The Commission shall review and affirm its meeting schedule every six months. If a regular Commission meeting falls on a holiday, the Commission shall determine an alternate day as part of this review of its calendar.
4. The Chair may cancel or change the date or time of a regular meeting if it is determined that the Commission cannot achieve a quorum on the scheduled day and time or there is a lack business. Regular meetings may also be canceled or changed with the consent of a majority of the regular members of the Commission where the majority includes at least one member representing the cities and at least one member representing the County.
5. Notice of any change to the regular Commission meeting shall be given not less than 72 hours prior to the scheduled time of the meeting. Notice shall be given to all Commissioners, local news media, affected agencies, individuals, and interested parties who have requested notice of regular meetings.



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

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

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.