



Local Agency Formation Commission
LAFCO of Napa County

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DECEMBER 4, 2006
AGENDA ITEM NO. 8c

November 27, 2006

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: Regular Commission Meeting Calendar: Policy Review and Adoption of Calendar for the First-Half of 2007 (Action)

The Commission will review its policy regarding the calendaring of its regular meetings on the first Monday of even-numbered months. The Commission will consider whether it wishes to keep or amend this policy prior to adopting a calendar for the first-half of the 2007 calendar year.

The Commission's *Regular Commission Meeting Calendar* policy calls for the adoption of a calendar every six months (policy attached). This policy states that the regular meetings of the Commission shall fall on the first Monday of even-numbered months at 4:00pm. For the first six months of 2007, the first Monday of each even-numbered month falls on February 5, April 2, and June 4.

The need to calendar regular meetings for the first-half of 2007 provides an opportunity for the Commission to consider whether it wishes to make any amendments to its current policy. Staff is aware that in the past some Commissioners have expressed interest in moving to a monthly meeting schedule. With this in mind, and in anticipation of this meeting, staff conducted an informal survey to determine whether there was interest among current Commissioners in meeting monthly. Although no majority preference was expressed, the survey did confirm that there is interest among current Commissioners in meeting monthly.

In reviewing this potential change, staff recognizes that a key advantage to moving to a monthly meeting schedule is that the meetings, which now regularly cover a range of actions and discussions, could become more focused on specific issues. Staff anticipates that the Commission will remain busy over the next calendar year as it works to complete six service reviews and eighteen sphere updates prior to the Legislature-imposed January 1, 2008 deadline. Monthly meetings would help bring these studies before the Commission in an orderly manner. However, staff also recognizes that monthly meetings would result in additional time demands on Commissioners, especially for members residing outside the City of Napa. Monthly meetings from time to time would also produce light agendas during transitions in workload. This may produce a need for the Commission to cancel a scheduled meeting due to a lack of business.

Dr. Andrew Alexander, Vice-Chair
Mayor, City of Calistoga

Kevin Block, Commissioner
Councilmember, City of Napa

Cindy Coffey, Alt. Commissioner
Councilmember, City of American Canyon

Bill Dodd, Chair
Supervisor, 4th District

Brad Wagenknecht, Commissioner
Supervisor, 1st District

Mark Luce, Alt. Commissioner
Supervisor, 2nd District

Guy Kay, Commissioner
Representative of the General Public

Brian Kelly, Alt. Commissioner
Representative of the General Public

Keene Simonds
Executive Officer

Staff recommends that the Commission discuss whether it wishes to amend its *Regular Commission Meeting Calendar* policy to begin meeting monthly. Once the Commission has determined whether to keep or amend this policy, it should take one of the following actions:

Option A: If the Commission wishes to keep its policy to meet on even-numbered months, it should approve regular meetings for the first-half of 2007 for February 5, April 2, and June 4.

Option B: If the Commission wishes to amend its policy to meet each month, it should 1) approve the attached draft amendment to its *Regular Commission Meeting Calendar* policy along with any other desired changes and 2) approve regular meetings for the first-half of 2007 for February 5, March 7, April 2, May 7, and June 4.*

* The first Monday of January falls on New Year's Day. Rather than reschedule for a later date, staff recommends that the Commission not calendar a January meeting.

Respectively Submitted,

Keene Simonds
Executive Officer

Attachments:

- 1) *Regular Commission Meeting Calendar* policy
- 2) Draft Amendment to *Regular Commission Meeting Calendar* policy

Local Agency Formation Commission of Napa County

Policy on Regular Commission Meeting Calendar

(Adopted: June 14, 2001 Amended: December 9, 2004)

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 even-numbered months.
2. The regular meeting time of the Commission is 4:00 P.M.
3. At its third and sixth regular meetings of the calendar year, the Commission shall review and affirm its meeting schedule for the next three regular meetings. 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 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.

DRAFT AMENDMENT

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Policy on Regular Commission Meeting Calendar

Adopted: June 14, 2001

Amended: December 9, 2004; and
December 4, 2006

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3. ~~At its third and sixth regular meetings of the calendar year, t~~The Commission shall review and affirm its meeting schedule for the next three regular meetings 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, ~~or~~ 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.
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