



LAFCO MEETING AGENDA

Monday, May 4, 2009

4:00 P.M.

**Board Chambers, County Administration Building
1195 Third Street, Room 305
Napa, California 94559**

Brian J. Kelly, Chair
Juliana Inman, Vice Chair
Bill Dodd, Commissioner
Lewis Chilton, Commissioner
Brad Wagenknecht, Commissioner
Joan Bennett, Alternate Commissioner
Mark Luce, Alternate Commissioner
Gregory Rodeno, Alternate Commissioner

Keene Simonds, Executive Officer
Jacqueline Gong, Commission Counsel
Brendon Freeman, Analyst
Kathy Mabry, Secretary

1. CALL TO ORDER; ROLL CALL: 4:00 P.M.

2. PLEDGE OF ALLEGIANCE

3. SPECIAL ANNOUNCEMENTS

a) Recognition of Service

Cindy Coffey
Jack Gingles

b) Introduction of New Commissioners

Joan Bennett
Lewis Chilton

4. PUBLIC COMMENT

In this time period, anyone may comment to the Commission regarding any subject over which the Commission has jurisdiction. No comments will be allowed involving any subject matter that is scheduled for hearing, action, or discussion as part of the current agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Commission as a result of any item presented at this time.

5. CONSENT ITEMS

With the concurrence of the Chair, a Commissioner or member of the public may request discussion of an item on the consent calendar.

a) Approval of a Professional Services Agreement for Website Hosting and Maintenance Services

The Commission will consider approving a professional services agreement with Planeteria to provide website hosting and maintenance services.

b) Approval of Minutes

The Commission will consider approving summary minutes from its April 6, 2009 regular meeting.

6. PUBLIC HEARING ITEMS

Any member of the public may address the Commission with respect to a scheduled public hearing item. Comments should be limited to no more than five minutes unless additional time is permitted by the Chair.

a) Amendments to Adopted Fee Schedule

The Commission will consider amendments to its adopted fee schedule. Proposed amendments include raising the composite hourly staff rate, increasing the number of fixed hours assigned to proposals, and establishing a surcharge to help recover costs for preparing municipal service reviews. The amendments are being presented to the Commission for adoption.

7. ACTION ITEMS

a) Authorization to Negotiate a Professional Services Agreement for Electronic Document Management System Design and Implementation

The Commission will consider authorizing the Executive Officer to negotiate a professional services agreement with Incrementum to design and implement an electronic document management system in an amount not-to-exceed \$25,000.

8. DISCUSSION ITEMS

a) Southeast Napa County: Municipal Service Review

The Commission will receive a municipal service review report on the southeast county region. The report is in draft-form and is being presented to the Commission for discussion.

b) Report from the 2009 CALAFCO Staff Workshop

The Commission will receive a verbal report on the 2009 CALAFCO Staff Workshop, held on April 29-30, 2009 in Shell Beach, California.

9. EXECUTIVE OFFICER REPORT

The Commission will receive a verbal report from the Executive Officer regarding current staff activities, communications, studies, and special projects. This includes, but is not limited to, the following topics:

- CALAFCO Items
- Website Design and Development

10. INFORMATION ITEMS

Information items are provided for the Commission to receive and file. The Commission may choose to discuss individual items or receive and file the entire calendar.

a) Current and Future Proposals

The Commission will receive a report from staff regarding current and future proposals. The report is being presented for information.

11. CLOSED SESSION

None

12. COMMISSIONER COMMENTS; REQUEST FOR FUTURE AGENDA ITEMS

13. ADJOURNMENT TO NEXT REGULAR SCHEDULED MEETING:

June 1, 2009

Materials relating to an item on this agenda that have been submitted to the Commission after distribution of the agenda packet are available for public inspection at the LAFCO office during normal business hours. Commissioners are disqualified from voting on any proposals involving entitlements of use if they have received campaign contributions from an interested party. The law prohibits a Commissioner from voting on any entitlement when he/she has received a campaign contribution(s) of more than \$250 within 12 months of the decision, or during the proceedings for the decision, from any interested party involved in the entitlement. An interested party includes an applicant and any person with a financial interest actively supporting or opposing a proposal. If you intend to speak on any hearing item, please indicate in your testimony if you have made campaign contributions totaling \$250 or more to any Commissioner during the past 12 months. Any member of the public requiring special assistance with respect to attending or listening to the meeting should contact LAFCO staff 24 hours in advance at (707) 259-8645.
