



**Local Agency Formation Commission of Napa County**  
Subdivision of the State of California

1030 Seminary Street, Suite B  
Napa, California 94559  
Phone: (707) 259-8645  
Fax: (707) 251-1053  
www.napa.lafco.ca.gov

---

*We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture*

---

**Agenda Item 5d**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Brendon Freeman, Interim Executive Officer

**MEETING DATE:** June 29, 2015

**SUBJECT:** Proposed Amendments to Commission Policy on the Appointment of Chair and Vice-Chair

---

**RECOMMENDATION**

Adopt the proposed amendments to the Commission's policy on the appointment of Chair and Vice-Chair.

**BACKGROUND / SUMMARY**

Members of the Commission have expressed interest in furthering their understanding of existing policies and procedures regarding the appointment of Chair and Vice-Chair. Following Commission direction from the April 6<sup>th</sup> and June 1<sup>st</sup> meetings, staff is now returning with new proposed amendments to the referenced policy to address various shortcomings that have been identified in the existing policy. This includes eliminating the potential for a new and inexperienced public member to be appointed to the Commission and immediately assume the role of Chair. The proposed revisions are shown in the draft policy attached hereto.

**ATTACHMENT**

- 1) Proposed Amended Policy on Appointment of Chair and Vice-Chair (Tracked Changes)

---

Juliana Inman, Chair  
Councilmember, City of Napa

Greg Pitts, Commissioner  
Councilmember, City of St. Helena

Joan Bennett, Alternate Commissioner  
Councilmember, City of American Canyon

Diane Dillon, Vice Chair  
County of Napa Supervisor, 3rd District

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

Keith Caldwell, Alternate Commissioner  
County of Napa Supervisor, 5th District

Brian J. Kelly, Commissioner  
Representative of the General Public

Gregory Rodeno, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
Interim Executive Officer



Local Agency Formation Commission of Napa County
Appointment of Chair and Vice-Chair

It is the policy of the Commission that:

- 1. The terms of office of the Chair and Vice-Chair shall be for one year, from May 1 to April 30.
2. Pursuant to the chart below, the Commission hereby establishes a rotational system for the appointment of the Chair and Vice-chair, effective May 1, 2015:

Table with 2 columns: Chair Designations and Vice-chair Designations. Rows include City Member I, County Member I, City Member II, County Member II, and Public Member.

It shall be the responsibility of the Executive Officer to maintain a record of the seat designations and occupants.

- 3. Pursuant to the table in Section 2 above, the Chair on May 1, 2015, shall be the occupant of the seat designated City Member I.

4. If a vacancy should be created in the office of the Chair for any reason, the members shall, at the next regular meeting, appoint the Vice-Chair to fill the vacancy for the remaining unexpired term. If a vacancy is created in the office of the Vice-Chair for any reason, the members shall, at the next regular meeting, appoint a new Vice-Chair to fill the vacancy for the remaining unexpired term.

A. The offices of Chair and Vice-Chair shall reside with the particular individual assigned to a designated seat. Therefore, a vacancy shall be created if the individual assigned to a designated seat cannot fulfill the remainder of that individual's term.

B. On the following May 1, the established rotation schedule set forth in Section 2, above, shall resume.

4. The offices of Chair and Vice-Chair shall reside with the particular individual assigned to a designated seat. In the event that a Commissioner serving as Chair or Vice-Chair is no longer able to serve on the Commission for any reason, the remainder of that Commissioner's term in office shall be fulfilled by the other Commissioner from the same appointing authority. (For example, if the Commissioner designated as "City Member I" is removed from the office of Chair in January, the Commissioner designated "City Member II" shall serve as Chair until April 30.)

Formatted: Indent: Hanging: 0.5"

- A. On the following May 1, the established rotation schedule set forth in Section 2, above, shall resume.
- B. Should the office of Chair or Vice-Chair be vacated by the Public Member, the alternate Public Member shall fulfill the remainder of the officer's unexpired term. In the absence of an alternate Public Member, the Commission shall appoint another Commissioner at its next meeting to serve on an interim basis until a new Public Member is appointed to fulfill the remainder of the officer's unexpired term.

5-4. The Commission may create temporary changes to the schedule in Section 2 as part of an action item placed on the agenda.